

ORIGINAL APPROVED	DRAFT	5-09-80
	REVISED	5-03-91
	REVISED	5-14-97

OBJECTIVES AND RULES

FOR A

COUNTY HIGHWAY ACCOUNTANTS ASSOCIATION

PREAMBLE

The County Highway Accountants of the State of Minnesota in order to be of greater and better service to the County Highway Departments of the State of Minnesota deem it proper to unite into an informal organization, operating under the general direction of the Minnesota County Highway Engineers Association.

ARTICLE I - Name

The name of this informal organization shall be County Highway Accountants Association.

ARTICLE II - Purposes and Objectives

The purpose of this organization shall be:

1. To provide the County Highway Departments of the State of Minnesota with practical accounting services, and to encourage the improvement of this service.

Because of this purpose, this organization has the following objectives:

1. To provide for the interchange and dissemination of helpful ideas and information through the Annual Conference, Seminars and other training sessions.
2. To provide a means of timely communication between all County Highway Departments on subjects involving accounting and related areas.
3. To provide a service to the Minnesota County Highway Engineers Association by providing information, research and advice at the direction of the Minnesota County Highway Engineers Association on matters involving accounting and office management functions of County Highway Departments.
4. To encourage and further fellowship among members.

ARTICLE III - Membership

Member Any person working in a County Highway Department in the Accounting field in any County within the State of Minnesota and under the direct Supervision of the County Highway Engineer may be admitted as a member of this organization.

ARTICLE IV - Officers (Executive Committee)

The officers of this organization shall be a President, Vice-President, Secretary-Treasurer, and Conference Chairman as provided in the By-Laws.

ARTICLE V - Management

The management of the training and education objectives of this organization shall be vested in the membership and administered by a committee known as the “Executive Committee.” The Executive Committee shall also serve as the Liaison with the Executive Committee of the MN County Highway Engineers Association. The Liaison function will serve the dual purpose of:

- A. Bringing to the Minnesota County Highway Engineers Association any areas which the Highway Accountants feel warrant the attention and concern of the Minnesota County Highway Engineers.
- B. Providing research or advice to the Minnesota County Highway Engineers Association in the general area of Highway Accounting or Office Management as requested and directed by the Minnesota County Highway Engineers Association Executive Committee. In some instances, this may result in Joint Engineer – Accountant special task force to study a particular subject.

In order to develop this Liaison function, it is anticipated that the two Executive Committees will normally confer jointly at the Annual Highway Accountants conference, and at such times as may be appropriate.

ARTICLE VI - Committee

There may be committees or task forces established from time to time to attend to the affairs and business of this organization.

ARTICLE VII - Financing

The costs of financing the programs for the annual Highway Accountants conference and other appropriate training courses will normally be financed by registration fees. Additional expenses for appropriate postage, correspondence and similar administrative expenses will be met through previous mutual arrangements between the Minnesota County Highway Engineers Executive Committee and the County Highway Accountant Association Executive Committee. The close relationship between the Secretaries of the two groups will be the means of maintaining close coordination in this area. It is assumed that the individual counties will pay any travel or similar expenses incurred by members of the Executive Committee of special task force in the performance of their Association duties.

ARTICLE VIII - Pre-Approved Attendance

All time spent by members attending meetings and on organization affairs must be subject to the approval of your County Engineer or Department Head prior to its occurrence.

ARTICLE IX - By Laws

This organization shall have and make such by-laws as are deemed necessary to attain its purpose and objectives. (Article II)

ARTICLE X - Amendments

These rules may be amended by a two-thirds (2/3) majority vote of the membership at any “Annual Conference” provided that notice of proposed change has previously been submitted in writing to all members sixty (60) days in advance of the meeting.

BY-LAWS:

ARTICLE I - Membership

Member: A member shall be the only person with voting rights and other decision making authority and the right to hold office. In the event that more than one person is eligible for membership from one County, only one vote per County will be recognized.

ARTICLE II - Officers and Duties of Officers

1. **President:** The President shall be the Chief Executive of the organization, shall preside at all meetings, and shall be Ex-Officio member of all Committees.
2. **Vice-President:** The Vice-President shall assist the President in his official duties and perform the duties of the President in the President's absence.
3. **Secretary-Treasurer:** The Secretary-Treasurer shall preserve accurate minutes of all, Association, Executive Committee and Conference Committee meetings, shall be custodian of all current records of the organization, shall keep an accurate record of all receipts for all monies received and paying only authorized and/or receipted itemized bills, shall deposit all funds in a banking account as approved, shall send a written notice of all meetings to Officers and Members as appropriate, and shall send appropriate information to Officers and Members through "Hot Line Communication".
4. **Conference Chairman:** The Conference Chairman shall be appointed by the Executive Committee and shall be responsible for the preparation of the Annual Conference, Seminars, and other training sessions which may be required by the organization and shall secure necessary assistance from the "Executive Committee".

The Officers shall perform the duties as before stated as well as all other duties as are usually performed by these offices.

ARTICLE III - Eligibility for and Terms of Officers

1. Only members of more than one year and in good standing within the organization shall be eligible to hold office.
2. A term of office shall be for one year.

ARTICLE IV Election and Appointments

1. a) The election of Officers (President, Vice-President) shall be conducted at the "Annual Conference".
b) The appointment of Secretary-Treasurer shall be, if possible from the same County as the Secretary-Treasurer of the Minnesota Association of County Highway Engineers.
2. It shall be the practice, but not required to, to consider the succession of the President by the Vice-President, and the Vice-President by the Secretary-Treasurer.
3. At the opening meeting of the annual conference, those officers eligible for secession, as outlined in Article IV, Section 2 of the By-Laws, shall have the opportunity to accept or decline the nomination. Anyone interested in having their name added to the slate of candidates for any office may declare so at either this time or at the closing meeting. Additional nominations for any office may be from the floor; such nominees must be present to accept the candidacy, or, if such nominees are absent, shall have given their acceptance in writing. At the closing meeting, nominations shall again be accepted from the floor and a slate of candidates for office be presented for a vote. Any unopposed nominees shall automatically receive the majority vote and be so elected.

4. The election of Officers shall normally by vote but shall be by ballot if requested by any one voting member.
5. Each County present shall be entitled to one vote.
6. A majority of the votes cast for each office shall elect.
7. The newly-elected officers shall begin their term of office immediately upon election at the “Annual Conference”.
8. The newly-elected President shall make the appointment of all committees as soon after the election as practicable.
9. The newly-appointed committee shall begin their term upon appointment and conclude it at the conclusion of the “Annual Conference”.

ARTICLE V - Executive Committee

1. The Executive Committee shall be directly responsible for the administration of the business of the organization, and for the planning and implementing of purposes and objective of the organization.
2. The Executive Committee shall conduct the business of the organization in a manner consistent with a majority vote of the voting membership and approval of the Executive Committee of the Minnesota County Highway Engineers Association.
3. The Executive Committee shall consist of four (4) people. All members of the Executive Committee shall enjoy equal voting rights.
4. The President shall be the chairman of the Executive Committee.
5. The Executive Committee shall meet on such dates as agreed upon and as otherwise required.
6. A majority of the Executive Committee shall constitute a quorum.
7. The newly-elected Executive Committee shall make the appointments of the Conference committee and its chairman as soon as practicable.

ARTICLE VI - Committees

1. The President shall appoint such committees as he deems necessary or as he may be directed by the Executive Committee. All committees so appointed shall be subject to approval of, and directly responsible to, the Executive Committee.
2. Any Committee duly appointed shall perform the necessary duties assigned to it and shall serve until all assignments are completed, or until the next “Annual Conference”, or until dismissed by the Executive Committee.
3. The President shall appoint a Nominating Committee with the following duties:
 - a) To select nominees for each of the officers to be elected. (Nominees may be recommended to the Nomination Committee).
 - b) To submit a slate of candidates to the Executive Committee at their meeting immediately prior to the “Annual Conference Elections.”
4. In the event that a vacancy occurs on the Executive Committee, a replacement shall be selected by the remaining full members of the Executive Committee to serve out the unexpired term.

ARTICLE VII - Amendments

1. Amendments to these By-Laws may be proposed by the voting membership.
2. A change to these By-Laws may be effected by a two-thirds (2/3) majority vote of all voting members present at the Annual Conference.