

**BUCKS COUNTY TAX COLLECTORS' ASSOCIATION
BYLAWS**

Amended: January 28, 2025

Article I – Name

This organization shall be known as the “Bucks County Tax Collectors’ Association” (BCTCA).

Article II – Purpose

The purpose of the Association is to unite in one common group the Bucks County Collectors of Real Estate taxes. To be a nonpolitical organization that provides knowledge and guidance to the Tax Collectors of Bucks County and to cooperate with others for the good of the Association.

Article III – Calendar Year

The Bucks County Tax Collectors’ Association calendar year begins on January 1st and ends on December 31st of each year.

Article VI – Definitions

1. Member –
 - a) Elected or Appointed Tax Collector – voting member
 - b) Deputy Tax Collector - can vote only if the elected or appointed Tax Collector is not present
2. Dues – annual membership fee.
3. Majority – more than half.
4. Quorum – majority of those present.

Article V - Membership

Membership in the Association shall be the following Collectors of Real Estate taxes.

- Elected
- Appointed
- Deputy

Article VI – Officers/Executive Board

Officers and the Executive Board shall be voting Members of the Association. The Executive Board consists of the Officers of the Association and three (3) other members. The Officers shall be-

- President
- Vice President
- Treasurer
- Recording Secretary
- Corresponding Secretary

Article VII – Executive Board

The Executive Board has all vested authority for the Association and shall maintain the confidentiality of all matters pertaining to the Association. All questions of policy shall be determined by a quorum. The Executive Board shall hold meetings at the call of the President or the Secretary. All such meetings shall be regular meetings for the purpose of the Association.

Article VIII – Duties of Officers

Section 1 – The President shall preside at all meetings of the Association and the Executive Board. Shall call special meetings of the Executive Board for the purpose of considering such matters as may be brought before them. The President shall appoint all committees and shall be ex-officio member of each committee, except the Holiday Party Committee. At the *September* meeting, shall appoint three (3) members to the *Nominating Committee*. At the *November* meeting, shall appoint three (3) members to the *Audit Committee* and appoint two (2) members to the *Holiday Party Committee*.

Section 2 – The Vice-President shall perform the duties of the President and Recording Secretary in his/her absence or in the event of his/her disability.

Section 3 – The Recording Secretary shall keep minutes of all proceedings of the Association and the Executive Board. Shall have charge of all books and papers of the Association. Shall be an ex-officio member of all committees, except the Holiday Party Committee, and keep a record of the proceedings of such committees for the purpose of reporting their activities to the Executive Board. Shall supply the minutes to the Corresponding Secretary no later than two (2) weeks after an Association meeting occurs. Shall record what is “done” rather than what is “said.” Shall record the “motion” and who made the motion. Shall never record who seconded a “motion” only that the motion was “seconded.”

Section 4 – The Treasurer shall keep a true and accurate account of all monies received from all sources and deposit in a timely fashion into an account titled “BCTCA”, Bucks County Tax Collectors’ Association. This account shall have two authorized signers, (1) Treasurer and (2) One other Board Member assigned by the Executive Board. Shall keep a true and accurate account of all monies received and paid out and shall pay out no money unless authorized by the President. Shall report on such accounts at Association Meetings. Shall issue Membership Application/Dues each year by *January*. Shall report annually to the IRS on form 990-N. Shall notify the IRS of changes to the bylaws, address, or authorized signers.

Section 5 – The Corresponding Secretary shall conduct the general correspondence of the Association; keep a list of the general membership, Officers and Executive Board. Send out notices of meetings and minutes of all meetings. Shall apply for PSTCA Continuing Education credits and submit required confirmation and certificates of attendance.

Article IX – General Requirements

All Officers and the Executive Board members should attend all Association meetings and be prepared to perform their duties at the Association meetings. If you are an Officer and are unable to attend an Association meeting, please notify the President. There shall be an assistant appointed for the Recording Secretary and the Treasurer in the event they are unable to attend the Association meeting. The President will run all Association meetings. No one shall make any arrangements without the Presidents’ full knowledge and approval.

Article X – Election

The Officers of the Association and the Members of the Executive Board shall be elected annually at the November meeting. An Officer or Member of the Executive Board may succeed his/herself. The Nominating Committee shall present the nominations at the November meeting, but prior to voting, nominations may be made from the floor.

Article XI – Committees

1. Nominating Committee - shall present nominations for Officers and Executive Board at the November meeting.
2. Audit Committee - shall audit the accounts of the Treasurer at the end of the calendar year and present a report at the February meeting of the next calendar year.
3. Holiday Party Committee – shall take care of all arrangements and invitations for the annual Holiday celebration to be held on the first Thursday in December.

Article XII – Vacancies/Removals

- A vacancy in the office of President shall be filled by the Vice-President for the remaining term of office.
- The Executive Board shall fill any office that becomes vacant.
- The Executive Board may remove an Officer or Executive Board member from his/her position by a quorum vote of the Executive Board.

Article XIII– Meetings

The Association shall meet in February, April, June, September, November on the first Thursday of the month, with September being an exception, when the meeting shall be the third Thursday of the month. The Officers shall designate a time and place for Association meetings. The Officers shall have the authority to call Special meetings but must give ten (10) days’ notice to the membership.

Article IXV – Dues Notice

The Treasurer shall issue a Dues Notice for individual Membership by January of each year. The Officers and the Executive Board shall determine the amount.

Article XV – Order of Business

1. Call to Order

2. Roll Call
3. Reading of the Minutes
4. Treasurer's Report
5. Reading of Communications and Bills
6. Applications to Membership
7. Report of Committees
8. Nomination or Election of Officers and Executive Board
9. Old Business
10. New Business
11. Remarks for the Good of the Association
12. Adjournment

- Any member who wishes to be on the agenda should contact the President seven (7) days prior to the meeting.
- Any member who has a suggestion for a speaker should submit their request to the President for future consideration.