



# The New York State Association of Tax Receivers and Collectors

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NYSATRC

By-Laws

6/11/2024

## **ARTICLE I**

### **Section 1-Name**

The name of this Association shall be the “NEW YORK STATE ASSOCIATION OF TAX RECEIVERS AND COLLECTORS, INC. (NYSATRC)”

### **Section 2-Objectives**

The objectives of this Association shall be:

- A. To bring Receivers and Collectors pertinent information from the State Legislature and others that may have an effect on their position.
- B. To provide, promote, and encourage continued education for Tax Receivers and Collectors.
- C. To assist in the formation of Local Associations of Tax Receivers and Collectors.
- D. To bring to the Receivers and Collectors an exchange of methods, ideas, information, etc. for best practices in this all-important position in local government.
- E. To do any other act or thing incidental to or connected with the foregoing purposes or an advancement thereof but not for pecuniary profit or financial gain of its members, directors, or officers. The enumeration of the specific purposes and powers herein shall not be deemed to limit or restrict the general powers of the Corporation in the enjoyment or exercise thereof, as conferred by the laws of the State of New York upon corporations organized under the provisions of the Not-For-Profit Corporation Law.

### **Section 3 –Governing Rules**

“Roberts Rules of Order” shall be the governing laws of Parliamentary Procedure for this Association, unless otherwise specified in these by-laws.

## **ARTICLE II**

### **Section 1-Membership**

- A. The membership of this Association shall be open to all Collectors and Receivers within New York State, Town, Village, School or County taxing authorities (and any individual holding a position in the office of Receiver or Collector of Taxes appointed or elected by the same taxing authority). The annual dues shall be set by the Executive Committee. One vote is allowed per individual Receiver or Collector.
- B. Business Membership shall be available to individuals of business entities who perform business functions that deal with tax collection and will be non-voting. Annual dues will be set by the Executive Board.
- C. Social Membership of this Association shall be available to all retired Tax Receivers, Collectors and their Deputies and will be non-voting. The annual dues shall be set by the Executive Committee.

- D. All TSO's that are paid members may attend the Executive Board meetings, and are non-voting.

## **Section 2-Membership Dues**

- A. The membership renewal application shall be mailed in January of each year with the intent that payment be received by April 30<sup>th</sup> or prior to the annual training seminar.
- B. Only those with membership in good standing are eligible to attend the NYSATRC annual training seminar.
- C. If membership has not been received by the annual seminar, dues can be paid at the time of the seminar with an additional fifteen dollars (\$15.00) processing fee.
- D. In the event any member fails to pay dues by the end of the annual seminar, such member shall be dropped from the membership roll of the Association.

## **ARTICLE III**

### **Section 1-Officers**

The Association shall have the following Officers:

- A. President, First Vice President, Second Vice President, Secretary and Treasurer.

### **Section 2-Directors**

The number of Directors shall be:

- A. Fourteen (14) representing the fourteen districts of this Association.
  - District 1 Erie, Genesee, Niagara, Orleans, Wyoming Counties
  - District 2 Allegany, Cattaraugus, Chautauqua, Schuyler, Steuben Counties
  - District 3 Livingston, Monroe, Ontario, Wayne, Yates Counties
  - District 4 Cayuga, Jefferson, Onondaga, Oswego, Seneca Counties
  - District 5 Herkimer, Lewis, Madison, Oneida, Otsego Counties
  - District 6 Broome, Chemung, Chenango, Cortland, Tioga, Tompkins Counties
  - District 7 Hamilton, Warren, Washington Counties
  - District 8 Essex, Clinton, Franklin, St. Lawrence Counties
  - District 9 Albany, Fulton, Montgomery, Rensselaer, Saratoga, Schenectady Counties
  - District 10 Columbia, Delaware, Greene, Schoharie Counties
  - District 11 Orange, Rockland, Sullivan, Ulster Counties
  - District 12 Westchester County
  - District 13 Nassau, Suffolk Counties
  - District 14 Putnam, Dutchess Counties

- B. One Director from each Tax Service Organization (TSO) approved by the Executive Committee.
- C. Immediate Past President

### **Section 3 Executive Committee**

- A. The Executive Committee is comprised of the Officers of the Association, District Directors, TSO Directors and the Immediate Past President
- B. Meetings may include any persons appointed as Committee Chairpersons whose presence at the Executive Session is deemed appropriate; as non-voting attendee (s)

### **Section 4 Terms of Office**

- A. Offices of the President, First Vice President and Second Vice President shall be elected to one two (2) year term with the intent of ascending in rank.
- B. Offices of the Secretary and Treasurer shall be elected to a term of two (2) years, with a maximum of (2) consecutive terms; by a majority vote of the membership.

### **Section 5 Vacancies**

- A. In the event a vacancy exists in any office, the vacancy shall be filled by a majority vote of the Executive Committee for the remainder of the term.
- B. An Officer, Chairperson, or Director who has been remiss in the performance of his/her duties may be removed by a majority vote of the Executive Committee.

### **Section 6 Duties**

The duties of each office shall be as follows:

- A. President shall preside at all business meetings of the Association and keep the Vice President(s) informed of all Association matters. The President shall establish Committees to conduct the business of the Association and appoint members and Chairpersons to them. Committee Chairpersons should be a member of the Executive Committee.
- B. First Vice President shall be President-Elect with the intent to serve as President at the conclusion of the incumbent's term. The First Vice President shall perform the duties of the President should he/she be absent or incapacitated in any way. The First Vice President will be a Member Ex-Officio of all committees with the right to vote; with the exception of the Nominating Committee. The First Vice President will also oversee the District Directors.
- C. Second Vice President shall be the First Vice President-Elect with the intent to serve as First Vice President at the conclusion of the incumbent's term. He/she shall perform the duties of the First Vice President should he/she be absent or incapacitated in any way. He/she shall perform whatever other duties necessary to help conduct the business of the Association.

- D. Treasurer shall receive and keep an account of all monies received and expended by the Association. Shall deposit all monies in the Association's accounts. Shall prepare an itemized Treasurer's report to be given at each executive meeting and also an itemized Treasurer's report to be given to the membership at large at the Annual Meeting.
- E. Secretary shall take minutes and provide copies to Executive Committee members. Shall keep accurate records of general and executive meetings. Shall maintain all Association documentation as dictated by law. Shall keep an up-to date listing of all committees and committee members. Shall work with the Membership Chairperson and Committee to ensure that the Membership list is up to date.
- F. The Executive Committee shall assist in the formation of local associations. Shall provide information and support to all local receivers and collectors. Shall recruit new members. Shall maintain membership. Shall identify new collectors and provide them with a copy of the collector's "First Aid Kit". Shall be liaison between State and local associations.
- G. Committees shall meet separately as needed to achieve committee goals and objectives and provide updates to the Executive Committee. Shall provide a list of all committee members to the Secretary. Shall submit one report to the general membership at the annual conference. Should submit a report to the Newsletter Chairperson each time the newsletter is to be distributed.

## **Section 7 Meetings**

- A. There shall be one (1) annual business meeting of all members and the Executive Committee that shall be held in conjunction with the annual Tax Receivers and Collectors training seminar.
- B. Meetings of the Executive Committee shall be held on at least a biannual basis at a place central to all officers, or via an online platform, unless there is sufficient business to prompt additional meetings. One of the meetings of the Executive Committee will be at the annual NYSATRC training seminar.
- C. Fifty percent plus one of the Executive Committee shall be a quorum. All questions before the Committee shall be decided by a majority vote of those present.

## **Section 8 Elections**

At the June meeting the President shall appoint a Nominating Committee of an odd number of members. Elections shall be held at the June meeting the subsequent year. Newly elected officers will assume their duties immediately.

## **ARTICLE IV**

### **Section 1 Fiscal year**

- A. The fiscal year of the Association shall be January 1<sup>st</sup> to December 31<sup>st</sup>.

- B. It shall be the responsibility of the Treasurer to prepare annually an itemized report in writing to be distributed to the members of the Association at the Annual Business Meeting held at the Training Seminar.
- C. The Treasurer's annual itemized report shall include the annual budget prepared by the Treasurer and approved by the Executive Committee.

## **ARTICLE V**

### **Section 1 By-Law Changes**

The by-laws may be amended, revised or otherwise changed by a majority of the voting members of the Association present at the Annual Meeting. Any member desiring to submit a change or amendment to the By-Laws at any time must submit the same to the Executive Committee for their consideration. If approved, proposed changes must be submitted to the general membership either at the Annual Business Meeting held at the Training Seminar or by mail vote.

#### **Revision Dates:**

Adopted August 23, 1974

Revised June 12, 1991

Revised June 14, 1998

Revised June, 2001

Revised June 15, 2004

Revised August 3, 2005

Revised June 10, 2014

Revised June 14, 2016

Revised June 11, 2024