

**RHODE ISLAND TAX COLLECTORS' ASSOCIATION**  
**CONSTITUTION AND BY-LAWS**

**September 25, 2007**

Updated September 24, 2014

Updated February 1, 2018

**ARTICLE I. Name**

The Association shall be called the "Rhode Island Tax Collectors' Association".

**ARTICLE II. Object**

Its object shall be to obtain a better understanding of the responsibilities and duties of collectors within this state through co-operation and mutual assistance.

To provide a forum to discuss subjects relating to tax collection.

To elevate the standards of collection by promoting a study of legislation which will strengthen and make more workable and understandable the general tax laws of this State and to promote justice and equity under the Constitution of the State of Rhode Island.

**ARTICLE III. Membership**

**Regular Members:** Any duly appointed or elected collector and/or deputy collector, from each town in the State of Rhode Island and any fire district or water district tax collector.

**Associate Members:** Former Tax Collectors/Deputies, and anyone interested in Collection work, not regularly employed by this State or a municipality.

**Lifetime Members:** Any retired Certified Tax Collector.

**Vendor Members:** Any member from a commercial industry that has business interest in collection work. This membership has no voting rights in this association.

**Dues:**

Dues shall be set by the executive board each year and shall be payable by January 31<sup>st</sup> of each year. Members whose dues have not been paid by April 1<sup>st</sup> of each year shall be removed from the active rolls.

**Annual Audit:** An annual audit of the accounts of the RITCA shall be performed within the Fiscal year of January 1<sup>st</sup> through December 31<sup>st</sup>.

**ARTICLE IV. Officers and Committees:**

The officers of this association shall consist of President, Vice President, Treasurer, and Secretary. Officers shall be elected at the annual meeting and only regular members in good standing shall hold offices. The term for all elected officers shall be for two years.

Terms of the elected officers shall begin within thirty days after elections. In the event of vacancy in the office of president, this office shall automatically be filled by the vice-president. In the event that the vice president does not wish or is unable to serve as president, the executive board will appoint a president pro tem, until such time as the body can elect a new president. All other vacancies occurring during the term of office shall be filled by the body at the next meeting.

### **Executive Board:**

The Executive Board shall consist of all elected officers, the immediate past president and all committee chairman and two regular members elected by the body.

Terms of all executive board members shall be for two years. Terms of all members shall commence within thirty days of the annual meeting. Any vacancy shall be filled by the body at its next regularly scheduled meeting. A quorum shall consist of not less than three executive board members.

The board shall have an organizational meeting within thirty days after election of officers. The president shall serve as chairman. They shall be the advisory board to the entire membership and shall not make any decisions before presenting them to the entire body assembled at a regular or special meeting.

### **Committees:**

Committees as needed shall be appointed by the president-such as: Legislative and Educational.

## **ARTICLE V. Meetings**

There shall be at least three regular meetings per year.

- a. Special Meeting: A special meeting may be called by the president at any time provided the membership is notified at least ten days prior to such special meeting.
- b. Annual Meeting: The annual meeting shall be held in September (to be determined). This meeting may be conducted as a regular business meeting, followed by the election of officers.
- c. The president shall be empowered to have the Annual meeting at a place suitable during their term of office.
- d. A quorum shall consist of not less than 25% of regular members in good standing.

## **ARTICLE VI.**

### **Amendments to constitution and bylaws**

a. How to amend: This constitution may be amended by a two-thirds majority vote of the regular members in good standing present and voting at any regular meeting, provided that notice of any proposed amendment shall have been sent to all regular members not less than thirty (30) days prior to such meeting.

b. How to Propose: Amendments may be proposed either by initiatory petition signed by not less than ten (10) regular members or by resolution of the executive board. Such petition or resolution shall be placed in the hands of the secretary, notify all regular members that such proposed amendment will be voted on at the next regular meeting.

**Format for conducting Association meetings**

1. All meetings shall be conducted according to Roberts Rules of Order
2. Call to order by the presiding president.
3. Reading of the minutes of the previous meeting.
4. Treasurer's report.
5. Reading of communications.
6. Report of any committees.
7. Unfinished Business.
8. New Business.
9. Adjournment.