

WESTCHESTER/PUTNAM COUNTY ASSOCIATION OF TOWN SUPERINTENDENTS OF HIGHWAYS, INC.

CONSTITUTION AND BY-LAWS

ARTICLE I – NAME

SECTION 1. This organization shall be known as the Westchester/Putnam County Association of Town Superintendents of Highways, Inc.; hereafter called the Association.

ARTICLE II – OBJECTIVES

SECTION 1. The Association is organized for the purposes of advancing the knowledge and improving the practice of building and maintaining the town highways of the towns in Westchester and Putnam Counties.

SECTION 2. The objects of the Association shall be pursued on a strictly non-partisan basis and no partisan matter shall be presented for discussion at any of the meetings of the Association.

ARTICLE III – MEMBERSHIP

SECTION 1. The membership of this Association shall consist of those who are not members and those who may hereafter become members. Members shall be classified as follows: Class A – Regular; Class B – Retired; Class C – Associate; Class D – Honorary.

CLASS A. Any person having been duly elected or appointed and presently serving as a Town Superintendent of Highways in any of the towns of the County of Westchester and the County of Putnam shall be eligible to membership and shall be classified as a Regular member. *(Amended 10/18/12)*

The County Highway Superintendents (or equivalent titles) in Westchester and Putnam County shall be considered regular members of the Association but shall not be eligible to vote on any Association matters. Initial membership in the Association shall be by written request and for subsequent County Highway Superintendents automatic. County Highway Superintendents shall pay the same annual dues as regular members. *(Amended 3/17/16)*

CLASS B. Any regular member for any reason retired from office shall become a Retired member. If a Retired member participates in the activities of the Association by serving on a committee, he shall retain his vote on matters pertaining to that committee; otherwise a retired member shall not be eligible to hold office.

A Retired member may attend any function of the Association on invitation of the President or Secretary of the Association or vote of the membership. A notice from the President or Secretary of the Association shall be considered an invitation to attend.

CLASS C. One representative of any firm, corporation, partnership or other business enterprise engaged in products and services applicable to highway maintenance and/or construction shall be eligible to membership in this Association and classified as a Associate member. Associate members shall not have a vote on any question at a meeting of the Association. An Associate member may not hold office within the organization except that of Secretary. No more than thirteen (13) members may belong to the Association. Associate members may be dropped from the Association by two-thirds (2/3) vote of the membership present at a regular meeting. *(Amended 6/20/13)*

CLASS D. Any person not qualified as a Regular, Retired or Associate member who, because of outstanding help to the Association or for other good reason, may become an Honorary member. Honorary members may be proposed by two (2) Regular members and must receive two-thirds (2/3) vote of members present at a regular meeting. Honorary members shall not have a vote on any question at any meeting of the Association. An Honorary member may not hold any office within the organization except that of Secretary. An Honorary member shall be exempt from assessments.

ARTICLE IV – MEETINGS

SECTION 1. Meetings of the Association, so far as practical, shall be held monthly, at times and places as may be decided on at a previous meeting by the President. At these meetings subjects pertaining to the objectives of the Association shall be discussed and such business transacted as may relate thereto.

SECTION 2. Notice of all meetings shall be given by the Secretary to each member of the Association at least five (5) days prior thereto.

SECTION 3. Five (5) regular members, one of whom shall be the President or Vice-President, shall constitute a quorum at all meetings, and no business may be considered unless such quorum is present.

SECTION 4. The October meeting shall be designated as the Annual meeting.

ARTICLE V – OFFICERS

SECTION 1. The Officers of the Association shall be

1. President
2. Vice-President Westchester County
3. Vice-President Putnam County
4. Secretary
5. Treasurer

Their duties shall be such as ordinarily pertain to their positions. They shall be elected yearly at the Annual meeting and be sworn in and take office at the December meeting.

SECTION 2. Any vacancy occurring during the year shall be filled by a majority vote of the members present at the next meeting.

ARTICLE VI – AMENDMENTS

SECTION 1. This constitution may be altered or amended at any regular meeting of the Association by the adoption of any article or articles that have been presented at a previous meeting.

SECTION 2. Each member shall be notified in writing of any proposed changes or addition of Amendments. Notice shall be given at least five (5) days before the meeting where modifications are to be voted upon.

ARTICLE VII – BY-LAWS

SECTION 1. By-laws for carrying out the objects of the Association may be adopted or amended at any regular meeting of the Association.

- I.** The annual report of the Treasurer shall be referred to a committee of two (2) to be appointed by the President at the last meeting of the year, who shall audit the accounts and refer them to the Association.
- II.** The order of business shall be as follows:
 1. Reading of minutes of the previous meeting
 2. Hearing Reports
 3. Receiving donations, elections of members, etc.
 4. Miscellaneous business
 5. Written communication, addresses, discussions, etc.

- III. Subjects for discussion should preferably be presented at a previous meeting and be entered in the minutes. However, unless objections are raised, they may be discussed at the same meeting as presented.
- IV. The Association may, through the Secretary, invite any person to address them on any subject not inconsistent with the objectives of the Association.
- V. The President shall, on his own initiative or at the request of three (3) members of the Association, call special meetings, to be held at such times and places within Westchester County or Putnam County, as may be determined by the President. Such meetings shall be held within ten (10) days after such request.
- VI. These By-Laws may be amended or suspended at any regular meeting of the Association, by a vote of a majority of the members present.

SECTION 2. AMENDMENTS TO THE BY-LAWS

I. Annual Scholarship

Annual Scholarship Awarded to Westchester Community College *(Established 3/18/93)*

Annual Scholarship to be awarded to Accepted/Enrolled students in a Vocational School, Accredited College or University. Recipient must be a resident of Westchester or Putnam Counties. Recipient's intended major must be in the field of Public Works, Operation, and/or Management. *(Amended 2/18/10)*

II. Putnam County Highway Membership

Regular membership of Putnam County Highway Superintendents shall be on an individual basis. *(Amended 11/2/94) (Suspended 4/21/16)*

III. Association Name

Association Name shall be changed to Westchester/Putnam County Association of Town Superintendents of Highways, Inc. *(Amended February 1995 Meeting)*

IV. Office of Vice-President – Putnam County

An Office of Vice-President shall be established representing Putnam County. *(Amended October 1995 Meeting)*

V. Office of Association Secretary

An Honorary or Associate member may be appointed to the position of Secretary of the Association. *(Amended October 1995 Meeting)*

VI. Oath of Office and Assumption of Office

The Oath of Office and Assumption of Office shall take place at the December Meeting, *(Amended December----Meeting)*

VII. Assessments of Yearly Dues for Superintendents

Assessment of yearly dues for Superintendents shall be \$65.00 commencing January 1, 1999. Dues entitle that Superintendent to membership in the New York State Association of Town Superintendents of Highways and the Westchester and Putnam Counties Associations of Town Superintendents of Highways. *(Amended 11/19/98)*

The Assessment of yearly dues for Superintendents shall be \$175.00 for the year 2010. This will absorb any dues increase for 2010 from the New York State Association of Town Superintendents of Highways. Any future increases will be determined annually and voted on by the membership. *(Amended 11/19/09)*

The Assessment of yearly dues for Superintendents shall be \$300.00 for the year 2018. This will absorb dues increases for from the New York State Association of Town Superintendents of Highways. Any future increases will be determined annually and voted on by the membership.

(Amended 11/16/17)

VIII. July Meeting of the Association

The regular July meeting shall be eliminated. Upon consensus of the membership, a second regular meeting may also be cancelled. *(Amended 11/19/98)*

IX. Annual Victory Dinner

The Annual Victory Dinner shall be eliminated during those years when there are no local Highway Superintendent elections. *(Amended 11/19/98)*

X. Office of Treasurer

The Office of Treasurer may be filled with a Class B – Retired Member in place of a Class A – Regular Member. *(Amended 4/19/07)*

XI. Business Meeting of the Association – Special Assessments

Class A. Regular Member (Duly elected or appointed Town Highway Superintendents) are entitled to participate in all Association programs. Regular membership entitles one (1) included admission to the monthly business at no additional fee. Participation by more than one participant at a monthly business meeting will be charged a fee. The fee will be established at \$25.00 per person and will be evaluated annually and voted on by the membership.

Class B. Retired Member (Any retired Regular Member) may attend on invitation. Retired members are exempt from assessment when invited by the membership.

Class C. Associate Member (One representative from any firm, corporation or business enterprise engaged in products and services and/or construction are eligible as defined as an Associate Member by the Constitution. Associate membership entitles one (1) included admission to the monthly business meetings at no additional fee. Participation by more than one participant at the monthly business meeting will be charged a fee. The fee will be established at \$25.00 per person and will be evaluated annually and voted on by the membership. *(Amended 6/20/13)*

Class D. Honorary members (Any person not qualified as a Regular, Retired or Associate member who because of outstanding help to the Association or for good reason, may become an Honorary member. Proposed by 2 Regular members and receive 2/3 vote of members present at regular meeting. Honorary member is exempt from assessments.) A listing of Honorary members will be maintained by the Association. ^[L]_{SEP}

Regular members hosting the monthly business meeting will be able to invite one guest to the meeting exempt from the \$25.00 assessment.

(Established 2/18/10) ^[L]_{SEP}

XII. Office of President

The Office of President may be filled with a Class A – Regular Member.

(Established 5/19/16)