

**BYLAWS OF THE**  
**ALPENA COUNTY CHAPTER OF THE MICHIGAN TOWNSHIP ASSOCIATION**  
**And**  
**ALPENA COUNTY TOWNSHIP OFFICERS ASSOCIATION**

**I. INTENT AND PURPOSE: The intent and purpose of the Alpena County Chapter of the MTA and Alpena County Township Officers Association, is;**

- A) To provide a forum for discussion and dissemination of information for townships and township officials.
- B) To serve as a means of influencing other political bodies and other agencies for the benefit of the townships.
- C) To be unifying agent working toward the common goal of promoting effective township government.
- D) To promote cooperation and fellowship between all officials of Alpena County.

**II. MEMBERSHIP:**

- A) Member township boards who have paid the annual assessed dues for the current year to the Alpena County Chapter of the Michigan Townships Association, may be members of the Alpena County Township Officers Association.
- B) All township officials serving as the executive board of the township shall constitute the membership, i.e., supervisor, clerk, treasurer and two or four trustees.

**III. DUES:**

- A) The dues of each member township shall be \$50.00 annually, and are due and payable on or before the first day of January upon proper billing from the treasurer.
- B) The executive board may choose to reduce or waive payment of dues. Announcement of intent to reduce or waive payment of dues for the next calendar year must be made at the annual meeting in February and is subject to the approval of the member townships.
- C) Non-payment of dues properly billed to a township shall result in:
  - 1. Suspension of voting privileges for the township until dues are paid.
  - 2. Automatic termination of township membership of dues that are not paid within 90 days of due date.

- D) Said dues shall be used to defray the necessary organization expenses, including meeting refreshments in the amount up to \$80.00. A receipt will be submitted to the Clerk/Treasurer for reimbursement.

**IV. OFFICERS:**

- A) Nominations for officers shall take place at the October meeting. At the Annual Meeting in February, a ballot vote will take place, members will vote for the following four officers for one-year terms and will assume office at the annual meeting in February of the Association.
  - 1) President
  - 2) Vice-President
  - 3) Secretary/Treasurer
- B) Election shall be by a simple majority of the individual members present at the annual meeting in February
- C) No official may serve in the same capacity for more than three (3) consecutive years. A period of one (1) year shall elapse before an officer may be eligible to serve again in the same official capacity.
- D) The duties of the association officers shall be:
  - 1) **President**-The president shall preside over all meetings of the members and the executive board. He/she shall see that all orders and resolutions are carried out. He/she shall be the ex-officio, a member of all committees. The president shall have the general powers and duties of a supervision and management usually vested in the office of president of a corporation.
  - 2) **Vice-President**- The vice-president shall preside over all meetings of the members and the executive board in the ABSENCE of the president. He/she shall perform the duties and exercise the powers of president during the absence or disability of the president and shall perform any other duties as designated by the president or the executive board.
  - 3) **Secretary**-As secretary of the chapter/association, shall preserve in books of the chapter/association including all true minutes of the proceedings of the chapter/association and shall give all notices as required by statute, by laws, or resolution.
  - 4) **Treasurer**-As treasurer, shall have custody of all association funds and shall keep proper records in books belonging to the chapter/association and shall send notice and keep records of the assessed dues of each member township. The treasurer shall render to the executive board and membership an account of all financial transactions and the financial condition of the chapter/association. All deposits, withdrawals, and checks shall be made by the treasurer or president of this organization through the Alpena Alcona Area Credit Union or any of its branches.

**V. ELECTIONS AND VOTING PRIVILEGES:**

- A) Each individual township member of this chapter/association shall at every meeting be entitled to one (1) vote upon each subject properly submitted to the chapter/association for a vote, except as otherwise provided.
- B) Election of officers shall be made with each individual member casting his/her own individual vote.
- C) A simple majority shall constitute election or passage of any measure brought up before the membership for a vote, except as otherwise provided.
- D) A quorum at the annual meeting, held in February shall consist of representative members from a majority of the member townships.

**VI. MEETINGS OF THE CHAPTER/ASSOCIATION:**

- A) There shall be four (4) regularly scheduled business meetings each year, to be held in the months of February, April, June, and October, with specific dates to be announced for the next calendar year at the annual meeting in February.
- B) The February meeting is designated as the annual meeting of the association for the purpose of electing officers and such other business as may be brought before the member body.
- C) Proper and timely notice is to be sent to all member townships by the secretary no less than seven (7) days prior to each regularly scheduled meeting date.

**D) Order of business shall be:**

Regular/special meetings:

- 1. Call to order
- 2. Roll call of townships
- 3. Reading and approval of minutes of The preceding meeting
- 4. Treasurer's Report
- 5. Reports of committees
- 6. Transaction of business
- 7. Special Announcements
- 8. Adjournment
- 9. Program

Annual meeting:

- 1. Call to order
- 2. Roll call of townships and roll call of Individual members
- 3. Reading and approval of minutes of the preceding
- 4. Treasurer's Report
- 5. President's Report
- 6. Election of Officers
- 7. Transaction of business
- 8. Special Announcements
- 9. Adjournment
- 10. Program

In the absence of any objection, the presiding officer may vary the order of business.

- E) Special meetings of the chapter/association may be called by the president and secretary with the consent of the executive board. Written notice must be delivered to each member township no less than 24 hours prior to the meeting date.

- F) The location of each meeting scheduled for the next year shall be announced at the annual meeting in February.
- G) Notice of the meeting dates for the next calendar year shall be sent by the secretary to the clerk of each member township within ten (10) days.

**VII. EXECUTIVE BOARD:**

- A) All elected officers of the chapter/association shall constitute the executive board of the association. President, Vice-President, Secretary/Treasurer
- B) The executive board shall have the following powers and duties;
  - 1.The board may act, as the need dictates, between the regularly scheduled meeting of the chapter/association and shall exercise such powers and authority as the membership dictate.
  - 2.The board shall appoint such committees as the board might deem necessary for the conduct of chapter/association business.
  - 3.The board shall appoint a three-person nominating committee at the October meeting. Said nominating committee shall present a slate of officers to the membership for election at the annual meeting in February. Nominations may also be made from the floor.
  - 4.Vacancies created during a term of office shall be filled by appointment made by the remaining executive board.
  - 5.The executive board may propose to amend any bylaws subject to the note of the member townships at the next annual meeting in February.
  - 6.The executive board may remove any officer or committee member whenever, in the judgment of the board, the best interests of the chapter/association will be served thereby.
  - 7.A quorum of the executive board shall consist of a majority of the members.

**VIII. AMENDMENTS:**

- A) These bylaws may be amended or repealed by the affirmative vote of 2/3's (two-thirds) of the member townships entitled to vote at the annual meeting in February, if notice of the proposed change has been contained in the notice of the meeting.
- B) Any member township in good standing or the executive board may propose any desired amendments to the bylaws of the association.
- C) All amendments proposed by members of the chapter/association shall be set forth in full in writing addressed to the executive board and filed with the secretary not less than 30 days prior to the next annual meeting in February.

**IX. ADOPTION:**

Moved by Norm Poli (Charter Township of Alpena) and supported by Nathan Skibbe (Charter Township of Alpena) to recommend that the Bylaws be adopted by the membership of the Alpena County Chapter of the MTA and Alpena County Township Officers Association as presented at the Annual meeting held at the Charter Township of Alpena on March 2, 2022. Motion carried.

WORD\MTA Alpena Chapter\3-2-22 ADOPTED Final ByLaws REDLINE REMOVED les