CONSTITUTION & BY-LAWS

of the Wood County Township Association   
of the various townships of Wood County, Ohio

**ARTICLE I – NAME**

The name of this organization shall be “The Wood County Township Association” (abbreviated as “WCTA” or “Association” within these bylaws).

**ARTICLE II MEMBERSHIP**

Wood County Township Association (WCTA) membership categories shall be defined the same as the categories of the Ohio Township Association (OTA) Membership Guide. If the OTA Membership Guide category definitions change, the WCTA definitions will also change to stay in line with the OTA.

1. **Active Membership –** Currently Elected Wood County Township Trustees and Fiscal Officers -

All currently elected Township Trustees and Fiscal Officers inWood County shall be entitled to Active Membership in this association. Only Active Members in good standing are eligible to vote, hold office or serve on committees.

Members are considered in good standing if all of these criteria are met:

1. They are currently an elected official of a Wood County township;
2. Their Association dues are paid in full per Article VIII;
3. A Member Township, eligible to vote, is one in which the dues are paid in full, per Article VIII, for all trustees and fiscal officer at the time of voting.
4. **Affiliate Membership –** Currently Wood County Township Employees -

Affiliate Members include administrators, police or fire chiefs, zoning inspectors, board and commission members, road and cemetery superintendents, etc.

Affiliate Members receive all benefits that the Active Members receive except for the right to vote in WCTA official business and elections or to hold office.

Members are considered in good standing if all these criteria are met:

They are currently an employee of a Wood County township;

Their Association dues and all their Township Active Members’ dues are paid in full per Article VIII.

1. **Associate Membership –** Any person or business not associated with a Wood County township in an official capacity -

Associate Members include former township officials (those not elected as Honorary Members defined below), businesses, county elected officials or county employees.

Associate Members receive all benefits that the Active Members receive except for the right to vote in WCTA official business and elections or to hold office.

Members are considered in good standing if all these criteria are met:

1. They meet the requirements shown above;
2. Their Association dues and all their Township Active Members’ dues are paid in full per Article VIII.
3. **Honorary Membership –** Former Township Elected officials -

Permanent Honorary Membership may be awarded to any former township trustee, fiscal officer or clerk who has been nominated by any current Active Member and been approved by a majority vote of members at any association meeting. Consideration for Honorary Membership will be made for former members based on their years of service and contributions to their township and this association.

Honorary Members receive all benefits that the Active Members receive except for the right to vote in WCTA official business and elections or to hold office.

If any person who has been awarded an Honorary Membership~~,~~ return~~s~~ to office as a Trustee or Fiscal Officer, by either election or appointment, his/her Honorary Membership shall be terminated and they will become eligible as an Active Member of this Association, per the guidelines established in Article II, Section A of this document.

**ARTICLE III – PRINCIPLES OF TOWNSHIP GOVERNMENT**

Local self-government is a vital principle of free institutions and citizenship. This principle is recognized in the case of municipalities by giving Ohio cities and villages the right to frame and amend their own charters. The people living in rural communities are likewise entitled to control their own local affairs. This can only be done by electing officials who are directly responsibleto the voters and by entrusting to them the control of township affairs. Township officials are neighborhood officials, and hence are more directly responsible to the voters than any other officials can possibly be, as depicted through the rights bestowed to the Townships through Title V (5) of the Ohio Revised Code and Article 10 of the Ohio Constitution.

**ARTICLE IV – PURPOSES OF THE WOOD COUNTY TOWNSHIP ASSOCIATION**

The purpose of this Association include:

1. To protect townships against any attempt to abolish them as governmental units;
2. To resist any effort at further centralization of governmental powers by depriving the townships of any rights, duties, or privileges, which they now possess;
3. To facilitate communication between Townships, County, State and National officials and other interested organizations;
4. To promote a better knowledge of the rights and duties of township officials, through the comparison of experiences and interchange of ideas, to arrive at the best way to discharge their duties;
5. To secure from the Ohio General Assembly, legislation which will enable township government to function more efficiently;
6. To ensure an equitable share of gasoline tax revenue, such revenue to be expended by township officials on township roads.

**ARTICLE V OFFICERS**

1. **Officers**

The officers of this Association shall be the President, Vice President, Secretary and Treasurer. Each officer shall serve a one-year term with permitted re-election and no term limits. Any officer seeking re-election must be re-nominated for the position and approved by a majority vote of Active Membership at an association meeting.

The Duties of the Officers include the following:

1. President:
   1. Preside over any meeting of the Association;
   2. Call Special Meetings of the Association;
   3. Create committees and appoint committee members as needed;
   4. Other duties as required.
2. Vice President:
   1. Preside over any meeting of the Association in the absence of the President;
   2. Oversee any organized Committee of the Association;
   3. Other duties as assigned by the President.
3. Secretary:
   1. Keep an accurate record of the proceedings of the Association;
   2. Notify all members of all upcoming meetings;
   3. Maintain a roster of current members of the Association;
   4. Communicate current member information to the OTA;
   5. Other duties as assigned by the President.
4. Treasurer:
   1. Keep an accurate record of Association finances;
   2. Collect and record dues from all association members and any other receipts;
   3. Maintain association bank accounts and pay any approved association expenses.
5. Executive Committee Person:
   1. This position shall be filled by appointment of the Executive Board (which consists of the current President, Vice-President, Secretary and Treasurer).
   2. The primary function of this position is to represent the Association and vote at the Ohio Township Association (OTA) functions;
   3. Other duties as assigned by the President.
6. Officer Compensation:
   1. The Association may elect to compensate the Secretary and Treasurer by a majority vote of Active Members at any association meeting.
7. **Election of Officers**

Officers shall be elected, and take office, during the association Annual Organizational Meeting held in the first quarter of the calendar year. Any Active Member in good standing is eligible for election as an officer of this Association.

The slate of candidates shall be prepared by the Nominating Committee. The Nominating Committee shall be chaired by a current officer of the Association and consist of volunteers from the Active Membership. The Nominating Committee shall meet prior to the election at the Annual Organizational Meeting and prepare a slate of candidates for each office to be filled. This slate shall be presented for a vote by the Active Membership. Officers shall be elected by a simple majority vote of the Active Members present.

1. **Vacancy or Removal of Officers**
   1. Vacancy of Officer(s):

Any vacancy of an Officer position may be filled through appointment by the majority of the three remaining officers of the Association. The appointee will remain in office until the next scheduled election. If no Active Member can be found to serve in a particular officer position, the remaining officers shall be allowed to fill the position with an Affiliate Member of the association.

* 1. Removal of Officer(s):

If any officer of the Association no longer qualifies for Active Membership, he/she will be removed from office. Any officer of the Association may also be removed from office for being derelict in his/her duties or committing malfeasance in office. An officer may be declared to be derelict in his/her duties or commit malfeasance in their office if he/she substantially or willfully fails to faithfully perform the duties of the office or these bylaws.

Any current Active Member can move to remove an officer from their position by stating the specific reason(s) for their motion. This motion requires a second. The subject officer will be given an opportunity to testify on their own behalf. A 2/3 majority paper ballot vote of members present at any association meeting is required to complete this removal of an officer.

Any current officer who is removed from office is not permitted to seek re-election as an officer; however, they are permitted to complete their current term, attend the Annual Organizational Meeting and transition their office to his/her succeeding officer.

**ARTICLE VI- COMMITTEES**

The Association President may organize committees and appoint committee members. The purpose of any organized committee would be limited to the purpose as stated by the President. Membership of any committee may be comprised of a minimum of three Active Members of the Association.

**ARTICLE VII – MEETINGS**

1. **Regular and Special Meetings**

Regular meetings of the Association shall be held at least four times a year. The President may call additional meetings has he/she deems necessary.

The Annual Organizational Meeting shall be held during the first quarter of the calendar year at a time and place as designated by the President.

Quorum and Voting for Conducting Business at all meetings.

In order to conduct business at any meeting, a quorum must be established. A quorum is established if at least one Active Member from each of Thirteen (13) of the Nineteen (19) Townships is present.

When voting on any matter before this Association, each Active Member Township receives one vote. Each township shall designate who is eligible to vote for their township. At least one Active Member of each township must be present in person at a meeting in order to vote for their township.

Unless otherwise required, passage of any matter requires a simple majority vote of the quorum by a roll call vote, unless a voice vote communicates a clear majority.

**ARTICLE VIII – DUES**

1. **Dues Amounts**

All annual member dues will be reviewed and considered for changes at the Annual Organizational Meeting and recorded in the meeting minutes. If the association financial situation warrants, dues can be modified by a motion and majority vote of Active Members present at any meeting in which a quorum is present. Consideration for dues amounts will be based on the overall financial condition of the association and the amount required to be paid to the Ohio Township Association (OTA) for their dues.

Honorary Members will not be charged dues.

**ARTICLE IX – MISCELLANEOUS**

1. **Ohio Township Association (OTA) Membership**

Paid up membership in this Association also conveys membership into both the Ohio Township Association (OTA) and the National Association of Towns and Townships (NATaT). The WCTA will pay the OTA dues for each paid up member in all categories.

1. **Revisions and Adoption of the By-laws**

This document was last updated and approved by the Active Membership of this Association in July, 2022.

Any updates or revisions of this document shall be made by the calling of an Adhoc By-law Review Committee, who will draft edits and changes for this document and present them to the Active Members for a majority vote at any meeting.

1. **General**

All meetings of this association may be conducted using the latest edition of Roberts Rules of Order, unless custom of this Association dictates otherwise.