

## CONNECTICUT TOWN AND CITY MANAGEMENT ASSOCIATION BY-LAWS

- A. NAME: The name of this organization shall be the CONNECTICUT TOWN AND CITY MANAGEMENT ASSOCIATION.
- B. PURPOSE: This association is organized as a local chapter for the ICMA  
The purpose of the Association is: to support professional management in local government by increasing the knowledge and ability of current and future municipal administrators and managers, by promoting the exchange of information between Association members, and by providing opportunities for professional development of members; to strengthen the quality of local government through professional management; to encourage and preserve high ethical standards for municipal professionals; and to encourage, support and assist in acquainting citizens of the state with the precepts of professional administrators and managers.
- C. MEMBERSHIP: There shall be the following classes of membership:
1. FULL MEMBER: A person serving as a full-time administrative appointee of a Connecticut municipal legislative body with responsibility and authority to carry out policies established by the legislative body, or as a full-time administrative head of a council of governments. Said members shall have full rights and privileges as are associated with membership including the right to vote.
  2. ASSOCIATE MEMBER: A person serving in a Connecticut community in a principal administrative role directly responsible to a manager member or administrative head of a council of governments (such as or similar to Assistant Manager, Administrative Assistant or Assistant Director of a council of governments. Said members shall have full rights and privileges as are associated with membership including the right to vote.
  3. AFFILIATE MEMBER: A person having an active interest in the improvement of local government administration or a student of government public administration or similar discipline. Such membership shall not have the privilege of voting but shall enjoy all other privileges associated with membership.
  4. HONORARY MEMBER: A person whose active working life has included a significant role in the conduct of local government administration. Such membership shall not have the privilege of voting but shall enjoy all other privileges associated with membership.

- D. **ELIGIBILITY:** Individual membership to the organization shall be made by written request to the president, setting forth the type of membership desired and a statement of qualification. Each applicant shall be in good standing within the profession and within the community and eligible as provided within the membership classes. The Executive Committee shall act on membership applications.
- E. **FEES AND DUES:** Dues shall be payable on the first day of July of each year and shall be as recommended by the Executive Committee.
- F. **OFFICERS:** At the June meeting/conference each year, the voting members shall elect a president, vice-president, secretary, and treasurer, and two other elected members of the executive committee, for a term beginning July 1 and expiring on June 30 of the following year, or at such later time as a successor is duly qualified to take office. Eligibility for officers shall be limited to Full and Associate members.
- G. **EXECUTIVE COMMITTEE:** The Executive Committee shall consist of the President, immediate Past President, Vice-President, Secretary, Treasurer, and two members elected at large. At least one member of the Executive Committee shall be an assistant manager or associate member. The Executive Committee shall meet periodically upon the call of the President and shall perform those duties listed below including, but not limited to adopting a budget and accepting new members.

The Past President shall provide general assistance to the President and serve on any committees as may be assigned by the President.

The President shall serve as the chief executive officer of the Association and shall preside at all meetings of the Association. The President shall call meetings of the Executive Committee as necessary and shall recommend appointment of members to committees as deemed appropriate.

The Vice-President shall be responsible for programming at the meetings and shall serve as President in the absence of the President.

The Secretary shall be responsible for the membership directory, website and records and documents of the Association.

The Treasurer shall be responsible for preparation of an annual budget and financial transactions of the Association including annual dues.

The Members at Large shall serve as assigned by the President to support the activities of the Association.

All questions concerning ethical practices of the association members, whether raised by the ICMA, by a member, or from any other source, shall be referred to the Executive Committee for initial action. The ICMA Code of Ethics shall be the basis for complaint and determination concerning cases of ethical practices.

- H. COMMITTEES: There shall be such committees of the association as determined by the Executive Committee. Appointment to such committees shall be the responsibility of the Executive Committee.

The President shall appoint a nominations committee. The duties of the Nominations Committee shall be to make nominations for all officers to be voted upon at the June meeting/conference.

- I. MEETINGS: During the year, the association shall hold at least six (6) meetings.
- J. ADOPTION AND AMENDMENT: These By-Laws shall become effective, and may be amended by vote of a majority of voting members present at a meeting for which due warning has been given.

Revised 2014