

California Association Of
County Treasurers and Tax Collectors

ARTICLES OF ASSOCIATION

I. NAME

The name of this organization shall be the CALIFORNIA ASSOCIATION OF COUNTY TREASURERS AND TAX COLLECTORS (CACTTC).

II. PURPOSE

The purpose of CACTTC shall be to promote the general interests of the active members and the respective Counties they represent; to strive for higher professional standards, and through the exchange of information and ideas, stimulate a friendly and cooperative spirit among the membership.

III. NON-PROFIT

CACTTC is not organized, nor shall it be operated for pecuniary gain or profit; it does not contemplate the distribution of gains, profits or dividends to the members thereof and is organized solely as a non-profit association.

IV. POWERS

The powers CACTTC shall be exercised, its properties controlled, and its affairs conducted as specified by the Bylaws.

V. MEMBERSHIP

The different classes of membership, the voting rights and privileges of members, their liability for dues and assessments and the method of collection thereof shall be set forth in the Bylaws.

VI. AMENDMENTS

These Articles of Association may be amended without previous notice by a two-thirds vote of active members present at any regular meeting of all active members or at a special meeting called for that purpose, provided a quorum exists.

California Association Of
County Treasurers and Tax Collectors

BYLAWS

ARTICLE I. MEMBERSHIP AND QUALIFICATIONS

CACTTC shall be composed of voting and non-voting members as hereinafter defined:

Section 1. ACTIVE MEMBERSHIP: Any duly elected or appointed treasurer-tax collector within the State of California shall be eligible for active membership in CACTTC, and upon payment of dues prescribed by CACTTC, shall be an active member entitled to all the rights and privileges of active membership accorded by these Bylaws. When an active member vacates office, the successor shall be entitled to all rights and privileges accorded their predecessor with no payment of dues required for the remainder of that fiscal year.

Section 2. ASSOCIATE MEMBERSHIP: Any officer, partner, manager or representative of a firm having an active interest in and an ability to contribute to the purposes of CACTTC may be eligible for associate membership. The application shall be proposed by an active member and sponsored by two (2) other active members. An applicant for associate membership shall complete and submit to the Executive Secretary an application/agreement for membership. The Executive Secretary shall forward applications to the members of the Executive Committee, who shall have two weeks to review the application(s). Any application for associate membership received less than two weeks prior to a scheduled meeting of the Executive Committee shall preclude the applicant from being approved for associate member status at such a meeting. An applicant for associate membership in CACTTC shall comply with the following terms and conditions:

- (a) applicant has paid applicable membership dues.
- (b) applicant agrees to abide by all federal, state and local statutes, regulations, and policies in connection with services rendered to CACTTC.
- (c) applicant has been provided a copy of and agrees to adhere to the standards of ethics and professional conduct described in Article XVI of CACTTC Bylaws.
- (d) applicant understands and agrees that membership in CACTTC is not an endorsement of an associate member's products or services, and
- (e) applicant understands that the firm's associate membership may be revoked by an action of the CACTTC Executive Committee for breach of any conditions described herein.

An application for associate membership shall contain the terms and conditions described in this section. Incomplete and/or unsigned applications will not be processed for membership. Associate

membership terminates upon change of employment; however, membership may be transferred to another individual within the employer firm upon application as specified above.

Upon approval of such a transfer by the Executive Committee, additional dues shall not be required for the remainder of that fiscal year. Associate members shall be entitled to participate at all regular and area meetings of CACTTC, except closed meetings of the active members, and shall not be permitted to vote, hold office nor serve as members of any standing committee of CACTTC, except the President of the Associate Membership, who is a non-voting member of the Executive Committee and the Conference Committee.

Education Conference attendance by associate members shall be limited to social events and designated Roundtable Sessions.

Section 3. LIFE MEMBERSHIP: Any retired active member may be accorded a life membership, by reason of outstanding service to CACTTC, by a majority vote of the members of the Executive Committee. All life members of the State Association of County Treasurers of California shall be life members of CACTTC. Life members shall be eligible to participate at all meetings of CACTTC, shall not be required to pay dues nor registration fees at meetings, and shall not be permitted to vote, hold office nor serve as members of any standing committee of CACTTC. Education Conference attendance by life members shall be limited to social events and designated Roundtable Sessions.

Life membership will be temporarily suspended and not honored at any conference if the retired active member is employed by and representing an associate or other vendor.

Section 4. HONORARY MEMBERSHIP: Any retiring associate member or other person, by reason of outstanding service to CACTTC, may be eligible for the award of honorary membership in CACTTC. All honorary associate members of the State Association of County Treasurers of California shall be honorary members of CACTTC. Any nomination for an honorary membership award shall be made to the President in writing. Said nomination so received by the President shall be referred to the Executive Committee. Upon approval of the Executive Committee, the award of honorary membership shall be granted to the person so approved. Honorary members shall be entitled to participate at all regular and area meetings of CACTTC except closed meetings of the active members, shall not be required to pay dues or registration fees at meetings, and shall not be permitted to vote, hold office nor serve as a member of any standing committee of CACTTC. Education Conference attendance by honorary members shall be limited to social events and designated combined TTC & Associate Roundtable Sessions.

Honorary membership will be temporarily suspended and not honored at any conference if the associate member is employed by and representing an associate or other vendor.

Section 5. STAFF MEMBERSHIP: Once the primary membership of the treasurer-tax collector is established and paid or if the treasurer-tax collector approves additional memberships, memberships may be purchased for any staff or support member so designated, in writing, by the treasurer-tax collector. Staff/support memberships shall not be specific to any one individual. Any staff member of the treasurer-tax collector shall be eligible for membership with the written permission of the treasurer-tax collector. Staff members shall be eligible to participate at all meetings of CACTTC and shall be eligible to serve on standing committees of CACTTC with the

approval of the treasurer-tax collector. Voting privileges shall be permitted only within committees or when approval is provided in accordance with the provisions of Article IV, Sec. 1.

Section 6. GOVERNMENT MEMBERSHIP: Any employee of either the State of California or other government agency having an active interest in and an ability to contribute to the purposes of CACTTC may be eligible for government membership. An applicant for government membership shall complete and submit to the Executive Committee an application for membership. The application shall be subject to the approval of Executive Committee and the treasurer-tax collector of the applicant's county of employment or, in the case of a statewide or multi-county agency, the applicant's employer. Membership purchased shall not be specific to any one individual but must be commensurate with the job title of the individual participating, i.e., management or staff level membership. The amount of annual dues for the State of California government members and other government members shall be established by the Executive Committee. The annual dues for any employee of the State of California shall not exceed the amount authorized for reimbursement by such person's employing agency. All government members shall be eligible to participate in all regular and area meetings of CACTTC, except closed meetings of the active members. All government members shall not be permitted to vote or serve as members of any standing committee of CACTTC, except that an employee of the State Controller's Office or the State Treasurer's Office may serve as a voting member of any standing committee of CACTTC with the approval of the President.

ARTICLE II. MEETINGS

Section 1. An Annual Conference shall be held each year at a time and place selected by the Executive Committee after reviewing the recommendations of the Conference Committee.

Section 2. An Education Conference shall be held each year at a time and place selected by the Executive Committee after reviewing the recommendations of the Education Conference Committee. Attendance by Associate, Life, and Honorary members shall be limited to social events and designated combined TTC & Associate Roundtable Sessions only during the Education Program or annual meeting.

Section 3. Reasonable notice shall be given to all members of the time and place of the yearly meetings. In the event that a special meeting of the total active membership is called, written notice shall be given to all active members at least fifteen (15) days prior to the special meeting. Such notice shall include the agenda for the special meeting, and subjects not shown on said agenda shall not be brought before the active membership for a vote at said special meeting.

Section 4. Reasonable expenses, with the written approval of the President, shall be advanced to the host for all meetings upon approval of the budget by the Executive Committee.

Section 5. Those eligible for registration at any meeting of CACTTC shall be all members as defined in Article I of these Bylaws. Except as provided in Section 6 of this Article, no other registrations shall be accepted by the host without prior written approval of the President.

Section 6. At any meeting, the host, at the expense of CACTTC, shall provide bus or other transportation when any event scheduled as a part of the meeting is held at a location other than the site of the meeting.

Section 7. The President may call for meetings or portions of meetings that are limited to active members only.

ARTICLE III. STAFF DEVELOPMENT

Section 1. Any pre-conference training, staff development session, bankruptcy session or webinar held as a stand-alone session or in conjunction with the Education Program may be attended by non-member treasurer-tax collector staff and support staff.

ARTICLE IV. QUORUM

Section 1. Twenty-five active members shall constitute a quorum for the transaction of business at all meetings of CACTTC as a whole.

Section 2. A simple majority of CACTTC officers shall constitute a quorum for Executive Committee meetings.

ARTICLE V. VOTING

Section 1. Each active member shall have one vote on all matters coming regularly before CACTTC at its annual meeting or any special meeting. In the absence of the active member, any accredited deputy so designated in writing by the active member as his/her proxy shall have the capacity and full voting privileges of the active member at annual or special meetings only.

Section 2. In lieu of action at a meeting, any matter to be voted on by CACTTC may be approved by the written consent of at least twenty-five active members.

Section 3. Members may attend a conference or meeting virtually or telephonically and shall be allowed to vote by electronic or telephonic means.

ARTICLE VI. FISCAL YEAR

Section 1. The fiscal year of CACTTC shall begin on July 1 and end on the last day of June of the following year.

ARTICLE VII. AREA ORGANIZATION

Section 1. CACTTC shall be divided into five areas as follows in order to further the purposes of CACTTC as set forth in the Articles of Association:

Area No. 1 - Northern Area: Butte, Del Norte, Glenn, Humboldt, Lake, Lassen, Mendocino, Modoc, Plumas, Shasta, Sierra, Siskiyou, Tehama, and Trinity Counties;

Area No. 2 - Bay Area: Alameda, Contra Costa, Marin, Monterey, Napa, San Francisco, San Mateo, Santa Clara, Santa Cruz, Solano, and Sonoma Counties;

Area No. 3 - Mother Lode Area: Alpine, Amador, Calaveras, Colusa, El Dorado, Nevada, Placer, Sacramento, San Joaquin, Sutter, Tuolumne, Yolo, and Yuba Counties;

Area No. 4 - Central Area: Fresno, Kings, Madera, Mariposa, Merced, Mono, San Benito, Stanislaus, and Tulare Counties;

Area No. 5 - Southern Area: Imperial, Inyo, Kern, Los Angeles, Orange, Riverside, San Bernardino, San Diego, San Luis Obispo, Santa Barbara, and Ventura Counties.

Section 2. Annually, an election of an Area Chair and an Alternate Area Chair shall be held by each area. The Area Chair and Alternate Area Chair shall be active members of CACTTC. The results of the election shall be reported in writing to the President and the Executive Secretary within five (5) days after the election has been held. The Area Chair shall become a non-voting member of the Executive Committee and may attend monthly Executive Committee meetings.

Section 3. In the event that any Area Chair resigns the position of Area Chair or vacates the office of treasurer-tax collector during their term as defined in Section 2 of this Article, the position of Area Chair shall be declared vacant and shall be immediately filled by the Alternate Area Chair, who shall become a member of the Executive Committee and shall serve as Area Chair until the next area election is held in accordance with the provisions of Section 2 of this Article. An election to fill the vacated position of Alternate Area Chair shall be held at the next area meeting. The results of the election shall be reported in writing to the President and the Executive Secretary within five (5) days after the election has been held. The newly elected Alternate Area Chair shall serve until the next area election is held in accordance with the provisions of Section 2 of this Article.

Section 4. The Area Chair serving on the Executive Committee from each area shall serve as a liaison between the area active members and the Executive Committee. In the absence or inability of the Area Chair, the Alternate Area Chair shall perform these duties.

Section 5. Annually, the Area Chair shall call at least one meeting of the area membership at a time and place to be selected by the Area Chair and may call such other area meetings as may be deemed necessary. The Area Chair shall be required to call a meeting of the area membership upon the receipt of written requests for an area meeting from at least three active members of the area.

Section 6. It shall be the duty of the Executive Committee to maintain as equal a distribution of counties among the five areas as may be practical.

Section 7. Each Chair shall be responsible for promptly notifying by telephone each active member of the area of any emergency communications received from the President or any other member authorized to generate such communications. It shall be the duty of the President or the designated representative to contact each of the five (5) Area Chairs.

Section 8. Area meetings shall not be considered CACTTC meetings for the conduct of any business specified in these Bylaws , except as provided for in Sections 2 and 3 of this Article. Area meetings will be considered educational for calculating continuing education hours/units.

Section 9. The CACTTC Executive Committee must receive and approve an initial budget, agenda and activities for any area meeting. Reasonable expenses may be advanced to the host for an area meeting upon approval of the budget by the Executive Committee. After any area meeting the CACTTC Executive Committee will receive a full report of the budget, agenda and activity for such meeting with reimbursement for any cash advance and a check for any excess funds to be deposited in the CACTTC treasury to a sub account for that area for future area meetings.

ARTICLE VIII. OFFICERS

Section 1. The officers of CACTTC shall be Treasurers and/or Tax Collectors and shall include a President, a President-elect, a First Vice President, a Second Vice President, a Secretary, a Treasurer, and a Sergeant At Arms.

Section 2. The officers of CACTTC shall be elected at the annual meeting and shall hold office for one year or until their successors are elected.

Section 3. The President shall be the Chief Executive Officer of CACTTC and shall have general supervision, direction and control of the business and affairs of CACTTC. The President shall preside at all meetings of CACTTC, shall promptly appoint all committee members except the Executive Committee, shall be Chair of the Executive Committee and shall be an ex-officio member of all other committees except the Nominations Committee. The President shall be responsible for personally contacting any new Executive member of CACTTC and apprising the new member of the purposes, goals, organization and meeting schedules of CACTTC and provide new members with Adopted Articles and By-laws and an updated Policies and Procedures Manual.

The President and the Legislative Chair may annually review the contributions of local legislators, and determine, if appropriate, a legislator to recognize for his or her contribution to CACTTC. A formal recognition in the form of a token of appreciation would be procured by the President-elect and presented to the legislator by the President at our annual conference.

Section 4. In the absence or inability of the President, the President-elect shall perform all the duties of the President. In the absence or inability of the President-elect, the Immediate Past President serving on the Executive Committee in accordance with the provisions of Article VIII, Section 1, shall perform these duties.

Section 5. The President-elect shall be a member of the Executive Committee; an ex-officio member of all other committees except the Nominations Committee; shall, if directed by the President, be responsible for procuring a token of appreciation in recognition of a local legislator's contribution; shall be responsible for obtaining the proper tokens of appreciation for the outgoing President, and such other members or persons so designated by a majority vote of the active members at any regular or special meeting of CACTTC or by the Executive Committee. Under the direction of the President, shall ensure that the duties assigned the Chairman and members of the Legislative Committee are faithfully discharged, that meetings of the Legislative Committee

are regularly called to gain the active participation and working involvement of those assigned, and to require prompt communication of legislative matters among the Active Members of CACTTC; and, in addition, shall perform such other duties as may be assigned by the President.

Section 6. The First Vice President shall be a member of the Executive Committee; ex officio member of all other committees except the Nominations Committee, the Budget Committee and the Audit Committee; shall Chair the Conference Committee; and, in addition, shall perform such other duties as may be assigned by the President.

Section 7. The Second Vice President shall be a member of the Executive Committee and Conference Committee; shall Chair the Education Conference Sub-Committee and Conference Curriculum ad hoc committee; and, in addition, shall perform such other duties as may be assigned by the President.

Section 8. The Secretary shall be a member of the Executive Committee, Education Conference Committee, and the Budget Committee and shall review and approve the minutes transcribed by the Executive Secretary for the proceedings of regular and special meetings of CACTTC and of all Executive Committee meetings. The Secretary shall promptly send an electronic copy of such minutes to the Executive Secretary, who shall make all minutes available to any active member upon request; Upon changes, the Secretary shall furnish the Publisher of the Roster of Active Members with current copies of the Articles and Bylaws of CACTTC and of all revisions subsequently approved by the active members.

Section 9. The Treasurer shall be a member of the Executive Committee and shall chair Audit Committee and the Budget Committee. The Treasurer shall be the Chief Financial Officer of CACTTC. The Treasurer shall act as custodian of all funds and financial records of CACTTC; collect, deposit and disburse funds consistent with order of CACTTC, the Executive Committee or the President.

The Treasurer shall present a detailed financial report of CACTTC's affairs and conditions monthly to the Executive Committee and at the annual meeting of all active members. The detailed financial report made to the Executive Committee shall be available for examination by any active member upon request.

Section 10. The Sergeant-At-Arms shall be a member of the Executive Committee, Audit Committee, and Budget Committee. The Sergeant-At-Arms shall maintain order at all meetings and shall perform such other duties as the President may direct.

Section 11. The Executive Secretary duties shall be performed by a contracted provider. In the event that a contract does not warrant this position, these duties will be performed by the Secretary. The Executive Secretary, shall upon request of the President, notify all members of CACTTC meetings; shall promptly prepare and distribute Resolutions adopted at any meeting of CACTTC and shall promptly notify the publisher of the Roster of Active Members of any changes in the active membership;; shall send such special notices as may be required or directed by the President or by the Executive Committee; and shall perform other duties as determined by the Executive Committee and the President as specified by contract. Said duties may or may not require the billing, collection, depositing and accounting of CACTTC membership dues; the detailed report of same to the Treasurer, Executive Committee, and host treasurer; maintenance of membership

rosters for Active, Associate, Life, and Honorary Memberships, and annual publication of revisions to the roster of CACTTC; assistance with the preparation and mailing of conference materials; typing of correspondence, maintenance of CACTTC calendar, processing of new associate membership applications, maintain the official CACTTC website, and maintenance of CACTTC files and official records.

Section 12. The Immediate Past President shall be a member of the Executive Committee, Nominations Committee, Audit Committee and Conference Committee; The Past President or their designee shall, after the election and installation of officers, be responsible for procuring and presenting a plaque to the President before the President's Board of Supervisors or in such other manner as may be prescribed by the President; and shall serve in the capacity of Parliamentarian.

Section 13. The President of the Associate Membership will be a member of the Conference Committee and a non-voting member. This position may not participate in confidential matters.

ARTICLE IX. EXECUTIVE COMMITTEE

Section 1. The Executive Committee shall consist of fifteen (15) members: The President, President-Elect, First Vice-President, Second Vice-President, Secretary, Treasurer, Sergeant-at-Arms, Immediate Past President, five (5) non-voting Area Chairs elected from the active membership (by area as defined in Article VI), the Chairman of the Legislative Committee, and the President of the Associate Membership, a non-voting member who shall be a member of the Conference Committee but not able to participate in confidential matters. In the event that the Immediate Past President vacates the office of treasurer-tax collector, the Immediate Past President's position as a member of the Executive Committee shall be assumed by the most recent Past President still holding the status of an active member as defined by Article I of the Bylaws. In the event that the President Elect vacates the office of treasurer-tax collector, the position shall remain vacant for the remainder of the fiscal year unless an election is held at any regular or special meeting called for that purpose. The Nominations Committee shall convene before such an election, and the Nominations Committee shall present to the active membership its nominations for the vacant position.

Section 2. The Executive Committee shall convene at all meetings of CACTTC or upon the call of the President. Suitable notice, in writing, of any special meeting shall be given to each member of the committee. A simple majority of five members shall constitute a quorum. No substitution may be made for any member of the committee in order to establish a quorum. It shall be the duty of the Executive Committee to act on all matters when CACTTC is in recess.

Section 3. The powers and duties of the Executive Committee shall be as follows:

- (a) To direct the affairs of CACTTC between regular or special meetings;
- (b) To determine any compensation or reimbursement for any officer, committee chairman or active member;
- (c) To advise the active members of CACTTC regarding actions taken or recommendations made by the Executive Committee;

- (d) To execute all resolutions and mandates passed by CACTTC at regular or special meetings;
 - (e) To manage CACTTC in accordance with its Articles and Bylaws and to direct its affairs to be consistent with the desires of the majority of the active members;
 - (f) To render a report to the active members at the annual meeting of CACTTC on all matters acted upon during the fiscal year; and
 - (g) There shall be a standing subcommittee consisting of the President, the President-Elect, the Secretary, the Treasurer, and the Sergeant-At-Arms which shall be known as the Budget Committee. The purpose of the Budget committee is to prepare the CACTTC budget for submittal to the Executive Committee as a whole.
 - (h) The Executive Committee shall submit to the active members at the annual meeting the proposed annual CACTTC budget, including the proposed dues structure, for the following fiscal year. The active members shall, by a majority vote, adopt a final budget and dues structure at the annual meeting to become effective on July 1 of the following year.
 - (i) There shall be a standing subcommittee of the Executive Committee consisting of the First Vice-President, the Second Vice-President, the Immediate Past President, the President of the Associate Members, the host county member, and one Active Member appointed by the President to be known as the Annual Conference Committee. If the Executive Committee engages a third-party conference coordinator, representative(s) of the coordinator shall serve on the Annual Conference Committee as non-voting member(s). The First Vice-President shall serve as Chair of the Annual Conference Committee. The Annual Conference Committee shall:
 - 1)CACTTC; determine, and recommend to the Executive Committee for approval, the location for the annual meeting of the Association, the budget for each such meeting including the registration, lodging and other charges for attendance, booth or other charges related to the Vendor Show (if applicable), and sponsorship tiers and benefits; 2) approve the agenda for such meeting and any honoraria and/or expense reimbursement for speakers, within the budget approved by the Executive Committee; 3) recommend to the Executive Committee for approval all contracts related to such meeting, including without limitation, contracts for lodging, food and beverage service, entertainment, and conference coordination services.
 - (j) The powers and duties of the Executive Committee as set forth in this Article shall be in addition to the powers and duties of the Executive Committee as set forth elsewhere in these Bylaws.
- Section 4.** The President, with the approval of the Executive Committee, is authorized to contract for executive services. The executive services contract shall provide for duties as determined by the Executive Committee.

ARTICLE X. STANDING COMMITTEES

Section 1. The President shall appoint all members of all Standing Committees and such other special committees as may be deemed necessary. The President shall designate one member of each committee as the Chairperson.

Section 2. Standing committees of CACTTC shall be: Legislative, Annual Conference, Budget, Audit, Education Conference, Bylaws, Policies & Procedures, Conference Curriculum, Continuing Education, Nomination, Information & Technology, Tax Collectors, Treasurers, and Newsletter.

Section 3. The composition and duties of standing committees shall be as outlined in these Bylaws and in CACTTC's Policy and Procedures Manual.

ARTICLE XI. VACANCIES

Section 1. Except as specified in Section 3, Article VI, and Section 1, Article VIII, vacancies among officers or directors occurring when CACTTC is not in session shall be filled by an appointment by the President, or in the case of title President's inability to act, by the President-Elect. Any such appointments are subject to confirmation by the Executive Committee at its next meeting.

ARTICLE XII. DUES AND ASSESSMENTS

Section 1. Annual dues for all classes of membership shall be established as specified in Article IX, Section 3 (h).

Section 2. Special assessments necessary for the proper discharge of the business of CACTTC may be levied at any regular meeting of CACTTC or at a special meeting called for that purpose upon a two-thirds (2/3) vote of the active members present.

XIII. AMENDMENTS

Section 1. These Bylaws may be amended without previous notice by a two-thirds (2/3) vote of active members present at any regular meeting of all active members or at a special meeting of all active members called for that purpose provided a quorum exists.

ARTICLE XIV. SUGGESTED ORDER OF BUSINESS

1. Call to order.
2. Roll call.
3. Introduction of new members and visitors.
4. Read minutes of previous meetings and approve.
5. Read Treasurer's report and approve subject to audit.
6. Nomination of officers.
7. Election of officers.
8. Report of Standing and Special Committees.

9. Communications.
10. Unfinished business.
11. New business.
12. Determination of the amount of dues for active members and associate members for next fiscal year.
13. Reports of officers and Executive Committee.
14. Installation of officers.
15. Appointment of committees.
16. Announcement of next meeting place and time.
17. Adjournment.

ARTICLE XV. PARLIAMENTARY AUTHORITY

Section 1. The rules of parliamentary practice in Robert's Rules of Order Newly Revised shall govern the proceedings of CACTTC, subject to any special rules which have been or may be adopted.

Section 2. Any meeting addressed in these bylaws may be conducted in person or by conference telephone, videoconference or other means of electronic communication such that all members participating in the meeting can hear each other and have the opportunity to communicate and participate.

ARTICLE XVI. STANDARD OF ETHICS, PROFESSIONAL CONDUCT AND DISCIPLINE

CACTTC is a professional non-profit organization that seeks to promote the general interests of its members through the exchange of information and ideas. In pursuit of this objective, all members of CACTTC are enjoined to adhere to legal, ethical, and professional standards of conduct in the fulfillment of their professional responsibilities. The standards of ethics and professional conduct set forth in this Article of CACTTC Bylaws are promulgated in order to enhance the performance of all members of CACTTC. Members shall:

1. Abide by approved professional practices and recommended standards.
2. Strive to provide the highest quality of performance and counsel.
3. Exercise prudence and integrity in the management of funds and in all financial transactions.
4. Not knowingly sign, subscribe to, or permit the issuance of any statement or report, or provide information, which contains any misstatement, or which omits any material fact.

5. Present financial information pursuant to applicable law and generally accepted practices and guidelines.
6. Not knowingly be a party to or condone any illegal or improper activity.
7. Recognize and be accountable for their actions and responsibilities as public officials.
8. Act with honor, integrity and virtue in all professional and public relationships and respect the rights of colleagues and other officials with whom they work and associate.
9. Promote equal employment opportunities, and in doing so, oppose discrimination, harassment or other unfair practices

1. Grounds for Discipline

A member may be disciplined for any of the following reasons:

- Failure to comply with these bylaws, the principles of ethics of CACTTC, or any other written rules, policies or regulations of CACTTC;
- Conviction of a felony or a crime related to, or arising out of, the member's fiduciary duties and responsibilities or involving moral turpitude;
- Unauthorized use of CACTTC's name, logo, or other likenesses on stationary, publications, advertisements, endorsements, printed material, or in any other manner;
- Immoral, dishonorable, or unprofessional conduct considered prejudicial to the best interests of, or inconsistent with, the purposes of CACTTC.

2. Discipline Procedures

Discipline may include, but is not limited to, censure, suspension, probation, or expulsion.

Disciplinary action may be taken against a member by a majority vote of the Executive Board in closed session provided that a statement of the charges shall have been sent by certified mail to the last recorded address of the member at least thirty (30) day before the final action is to be taken. Such statement shall be accompanied by a notice of the time and place of the meeting at which the charges shall be considered, and the member shall have the opportunity to appear and to present any defense to such charges before action is taken by CACTTC. Such disciplinary actions shall be conducted in accordance with procedures established by the Executive Board. Any action to expel a member shall address whether or not the individual is eligible for reinstatement and the conditions of such reinstatement, if applicable.

Bylaws last Amended and Approved by Membership on June 14, 2023