

**CONSTITUTION  
OF THE  
WISCONSIN COUNTY CODE ADMINISTRATORS  
(Effective January 1, 2013)**

**ARTICLE I - NAME**

The name of this organization shall be the WISCONSIN COUNTY CODE ADMINISTRATORS.

**ARTICLE II - PURPOSE**

The primary purpose of the Association is to provide a representative organization for the professionals in Wisconsin involved in or having an interest in the administration of State and County codes relating to land use, zoning, shorelands, floodplains, wetlands, nonmetallic mining reclamation and private onsite wastewater treatment systems. The Association shall strive to provide ongoing education, mutual support and professional development opportunities to the membership. The Association shall further attempt to keep the general public, the media and public officials accurately informed of contemporary issues relating to these codes, including potential or existing problems and recommended solutions.

The Association shall aid in the ethical and professional administration of County Codes and Ordinances.

The Association in the fulfillment of those purposes herein stated may affiliate with other Associations and Organizations. If such affiliations shall be deemed to be in the best interest of the Association it shall be acted upon in a manner as prescribed in ARTICLE VII.

**ARTICLE III - MEMBERSHIP**

Section 3.1 Full Membership Eligibility

Full membership in the Association shall be limited to those individual county employees charged with the responsibility of administering County Land Regulations. Full members shall have individual voting privileges. If a full member leaves county employment during the year they are entitled to be an associate member until the end of the year unless the county transfers the full membership to another employee.

Section 3.2 Associate Membership

Associate membership shall be available to any employee, agency or organization concerned with county land regulations, which are not eligible for full membership under Section 3.1. Associate members shall not have voting privileges.

Section 3.3 Admission of Members

Membership in the Association shall be granted to any eligible person upon payment of the current Association dues. Annual dues shall be as established by the Executive Board.

**ARTICLE IV - FISCAL**

Section 4.1 Fiscal Year

The fiscal year shall begin on the first day of January and end the last day of December.

Section 4.2 Dues

The Executive Board shall determine annual dues. Such dues shall may be adjusted based on the annual budget adopted by the Board and projected expenditures for the subsequent year.

Section 4.3 Delinquencies

Annual notification of outstanding dues shall be sent by the Treasurer to delinquent members by -April 1. If a member fails to pay his/her dues, he/she shall cease to be a member but may be reinstated on payment in full of current dues. If dues are outstanding by the Spring Conference registration deadline, payment of non-member registration fee will be required.

Section 4.4 Budget

The Executive Board shall annually, at the beginning of the fiscal year, prepare and adopt a budget for the Association's activities. The budget shall be adopted at a business meeting of the Board and copies of the adopted budget shall be posted on the WCCA web page.

**ARTICLE V - EXECUTIVE BOARD AND OFFICERS**

Section 5.1 Executive Board

- A. The Association shall be governed by the Executive Board. The Board shall be composed of the President, two Vice-Presidents, the Secretary-Treasurer, the immediate past President, and one District Representative from each district in the State. Board members shall be full members of the Association. If a member of the Executive Board leaves county employment during the year, they shall resign from the Board effective their last day of employment with the county.
- B. The formation and/or redistricting of Districts shall be approved by the Executive Board and be effective the first of the subsequent year after approval by the Board. Districts shall submit to the Secretary-Treasurer the name of their District Representative on or before the first day of January.

If a District Representative is unable to attend an Executive Board meeting, an alternate member from that district who must also be a full member may be designated to attend in his/her place with the same voting rights as the District Representative.

- C. The Executive Board shall have authority to conduct the normal affairs of the Association and shall report to the membership all actions taken between meetings; shall be authorized to appropriate and expend funds relative to the Association's operation, manage any Association Property, and negotiate contracts in conformity with the approved budget.
- D. The Executive Board shall establish a mailing address for the Association. Once established, the mailing address shall remain in effect until and unless it is changed by an action of the Executive Board in subsequent years.
- E. If the office of President is vacated due to that member leaving county employment, the First Vice-President shall become acting President for the balance of the current fiscal year, and the President for the following year. At the discretion of the Executive Board, vacancies of the President, First Vice-President, and/or Second Vice President may be filled by appointment. Vacancies of any other office shall be filled by appointment by the Executive Board except vacancies in District Representative positions shall be filled by a vote of the district where the vacancy exists.
- F. The Executive Board shall hold a business meeting of the Association between the Fall Conference and January 31st.

#### Section 5.2 Officers

The officers of the Association shall be a President, two Vice-Presidents, and a Secretary-Treasurer. The First Vice-President shall be the President-elect for the succeeding year.

#### Section 5.3 Election of Officers

- A. The First Vice-President, Second Vice-President, and Secretary-Treasurer shall be the officers elected in the annual election.
- B. The President shall appoint a Nominating Committee. The Nominating Committee shall nominate candidates for the offices to be filled. The names of those candidates submitted by the Nominating Committee and those candidates nominated from the floor at the annual fall conference shall be placed on the ballot for election of officers and may address the Association at the Fall Conference.

- C. Unopposed candidates may be elected at the Fall Conference. Contested offices shall be elected by ballot emailed to members or by online voting and returned to Secretary-Treasurer. The deadline for voting will be December 1st. Election results shall be posted on the WCCA web page.

#### Section 5.4 Terms of Office

The term of all officers shall be for a period of one year commencing on January 1st and continuing through December 31st, with the exception of the First Vice-President, who shall be elected for a two year period and serve as President during the second year.

#### Section 5.5 Duties of Officers

- A. The President shall call meetings of the Association and the Executive Board; shall preside at these meetings; shall, except as otherwise provided, create, appoint and discharge standing Committees and Special Committees and serve as non-voting, ex-officio member of all Committees; and shall perform such other duties as are customary of the office.
- B. The Vice-President in proper succession shall act as the President when the President is not in attendance; the First Vice-President shall be the Chairman of the Program Committee; the Second Vice-President shall be Chairman of the Legislative and Education Committee.
- C. The Secretary-Treasurer shall keep minutes of meetings; shall conduct elections; shall notify members of their election to office or appointment to committee; and shall perform such secretarial duties as are customary to the office and shall receive all money due the Association; complete and submit required state and federal forms; shall prepare and submit quarterly Treasurer's reports to the Executive Board; shall keep accounts which shall at all times be open to the inspection of the officers and which shall be submitted for an annual audit; shall maintain and store the association's records; and shall perform such other duties as are customary to the office.

#### Section 5.6 Committees

There shall be five Standing Committees, the Chairs of which shall be Executive Board members. Reports of committee activities shall be presented to the Executive Board.

Program Committee: Chaired by the First Vice-President. The Committee shall prepare conferences in accordance with the approved budget and policies established by the Executive Board. The committee will coordinate with the Conference Coordinator appointed by the Board. The Executive Board shall also establish a stipend to be paid to the Conference Coordinator for the performance of the duties of that position. The stipend shall be paid in two

payments, the first being paid immediately following Spring Conference and the second immediately following Fall Conference.

- B. Legislation and Education Committee: Chaired by the Second Vice-President. The Committee shall consider legislative and educational matters as may be appropriate to the Association's purpose and permitted by budget.
- C. Administrative Code Committee: The Committee shall review all proposed administrative codes and serve as a liaison to the appropriate State agencies.
- B. Nominating Committee: See Section 5.3(C)
- E. Audit Committee: The Committee shall be responsible for the annual audit of the Association's fiscal records and shall report to the Executive Board at the meeting referred to in Section 5.1(F).

## **ARTICLE VI - MEETINGS**

### Section 6.1 Meetings

- A. The Executive Board shall conduct an annual meeting as specified in Section 5.1F.
- B. "Meeting of the Association" shall be defined as a business meeting conducted in conjunction with the spring and fall conferences and which is intended to include the participation of all members.
- C. "Meeting of the Executive Board" shall be defined as a regular meeting of officers and district representatives, called by the President or a majority of the Executive Board, for the purpose of conducting the affairs of the Association.
- D. "Emergency Meeting" shall be defined as a meeting of the Executive Board and interested members, called by the President for consideration of an item or items of critical importance to the Association which cannot wait until the next regularly scheduled meeting.

### Section 6.2 Notice of Meetings

At least ten (10) days' notice of any meeting of the Association shall be emailed to all members. Notice shall be deemed as given when the meeting announcement is included on the agenda of the spring and fall conference.

### Section 6.3 Minutes of Meetings

Minutes of all meetings of the Association and meetings of the Executive Board shall be kept by the Secretary. Copies of the minutes of all meetings shall be emailed to the Executive Board and shall be posted on the WCCA web page.

### Section 6.4 Meetings of the Executive Board

- A. Meetings of the Executive Board shall be called by the President or by a majority of the Board members.
- B. There shall be at least two meetings of the Executive Board during the fiscal year of the Association.
- C. The Executive Board shall include expenses of Executive Board meetings in the annual budget. Allowable expenses include the cost of meeting room rentals, refreshments and meals for the Executive Board at Executive Board meetings; and meal and lodging costs for the Executive Board members attending the annual business meeting. The Executive Board shall also establish a stipend to be paid to the Secretary-Treasurer for the performance of the duties of that office. The stipend shall be paid on July 1 and December 1 and will be prorated if the Secretary-Treasurer leaves county employment during the year. The proration will be based on complete months of service for that given year.

Section 6.5 Quorum

- A. A majority of the Executive Board shall constitute a quorum for the transaction of business meetings of the Board.
- B.
  - 1. A quorum of any duly called meeting of the Association shall consist of those members present.
  - 2. A quorum of a duly called meeting of the Executive Board shall consist of a majority of the elected officers and district representatives (Executive Board).
  - 3. A quorum of a duly called emergency meeting shall consist of the members of the association present plus a majority of the Executive Board.

Section 6.6 Parliamentary Authority

In all matters not covered by its constitution, the Association shall be governed by the Roberts Rules of Order.

**ARTICLE VII - VOTING**

Section 7.1 Amendments

Information on a constitution change is to be presented in writing and discussed at one meeting of the Association and then voted on by emailed ballot or online voting and returned to the Secretary-Treasurer as specified in Section 7.2. Amendments to the Constitution must be approved by a three-fourths majority of properly cast ballots within 60 days of the meeting in which it was presented.

Section 7.2 Voting

On all Association decisions, excepting constitutional amendments, each full member shall have one vote. On constitutional amendments, each county with a full member shall have one vote.

#### **ARTICLE VIII – WEB PAGE AND NEWSLETTER**

The Association will maintain a web page and produce a quarterly newsletter as a vehicle to provide information of importance and interest to the membership. The Executive Board will appoint a Web Page Coordinator who will be responsible for the web page and newsletter. Newsletters will be posted on the WCCA web page on a quarterly basis at a minimum. The Executive Board will include the expenses of the web page in the annual budget. The Executive Board shall also establish a stipend to be paid to the Web Page Coordinator for the performance of the duties of that position. The stipend shall be paid on January 1 and July 1 and will be prorated if the Coordinator leaves county employment during the year. The proration will be based on months of service for that given year.