

**CHAPTER BYLAWS
FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION
BIG BEND CHAPTER**

ARTICLE I - NAME

This Chapter of the Florida Government Finance Officers Association (FGFOA) shall be known as the Big Bend Chapter.

ARTICLE II - RULES AND REGULATIONS

The Chapter shall, at all times, be subject to the provisions of the Constitution and the Bylaws of the Florida Government Finance Officers Association, and any local chapter requirements in the FGFOA Policies and Procedures.

ARTICLE III - PURPOSE

The purpose of the Chapter shall be to promote the improvement of government financial administration in Florida.

ARTICLE IV - CHAPTER MEMBERSHIP

Section 1. The Chapter membership shall consist of those eligible for membership in the Florida Government Finance Officers Association.

ARTICLE V - MEETINGS

Section 1. There shall be at least four 4 meetings of the Chapter each year.

Section 2. One (1) meeting shall be considered the annual meeting for the election of officers and directors. This meeting should take place no later than March 31. The terms of each of the officers and directors shall coincide with the Chapter's fiscal year.

Section 3. The Secretary shall prior to the annual meeting mail notices in writing to all members of the Chapter indicating the time and place of such meeting and the names of the individuals nominated to serve as officers and directors.

Section 4. Six (6) members or ten (10) percent of the membership entitled to vote, whichever is greater, of the Chapter who are present in person shall constitute a quorum for the transaction of business at any meeting.

ARTICLE VI - VOTING RIGHTS

Section 1. The voting rights Chapter shall be vested exclusively in active members, as defined by the Constitution and Bylaws of the Florida Government Finance Officers Association, and each shall have one vote in determining all questions decided by the membership.

Section 2. Associate, retiree, and student members, as defined by the Constitution and Bylaws of the Florida Government Finance Officers Association, shall not hold office or chair committees although they may serve as members of the committees.

ARTICLE VII - BOARD OF DIRECTORS

Section 1. The officers of the Chapter shall be the President, President-Elect, Secretary, and Treasurer.

Section 2. Additional members may also be elected from the membership of the Chapter. The officers and additional members known as directors shall constitute the Board of Directors, which shall serve as the governing body. The Board of Directors shall consist of a maximum of seven (7) members. Members of the Board shall serve without compensation.

Section 3. Once a member has been elected by the membership to an officer position, that officer may, upon completion of the term for which he or she was elected automatically serve successive terms in the next higher remaining officer positions. Officers and Directors will be elected for one-year terms; however, the Secretary and Treasurer shall be elected to staggered, two-year terms. The Secretary and Treasurer shall alternate moving into the office of President-elect as they complete their respective terms.

Section 4. Officers elected at the annual meeting of the Chapter shall assume their respective offices on the following July 1.

Section 5. The President, with the consent of the Board of Directors, shall have the right and the power to appoint a member to the unexpired term of any vacancy occurring on the Board of Directors of the Chapter.

Section 6. Nominations for officers and other members of the Board of Directors shall be made by the Nominating Committee. Nominations may also be made from the floor.

Section 7. The Board of Directors shall have the power to fix the time and place for each annual meeting and every other meeting of the Chapter.

Section 8. The Board of Directors may meet at such times and places as it may elect.

Section 9. For the transaction of any business by the Board of Directors, more than fifty percent (50%) of the members of said Board shall be present to constitute a quorum. A majority vote of the Board members present will decide all issues. No proxy may be voted at any meeting of said Board of Directors.

ARTICLE VIII - DUTIES OF OFFICERS AND DIRECTORS

Section 1. President: The President shall be the chief elected officer of the Chapter and may call meetings of the Board of Directors whenever it is deemed necessary. The President shall preside at all meetings of the Chapter. The President shall enforce the Bylaws of the Chapter and the Constitution and Bylaws established by the Florida Government Finance Officers Association. The President shall keep the Board of Directors of the Florida Government Finance Officers Association fully informed of the affairs of the Chapter. The President shall also consult with the Board of Directors of the Florida Government Finance Officers Association and Board of Directors of the Chapter, whenever necessary, concerning the business of the Chapter and its activities.

Section 2. President-Elect: In the absence or inability of the President to act, the President- Elect shall exercise all powers and perform all of the duties of the President. The President-Elect shall develop a Chapter budget for the subsequent year for submission to the Board of Directors.

Section 3. Secretary: The Secretary shall keep all correspondence of the Chapter and minutes of all meetings of the Chapter and of the Board of Directors. The Secretary shall maintain continuing professional education (CPE) attendance records and be responsible for CPE reporting to members. At least annually, the Secretary shall transmit to the Secretary-Treasurer of the Florida Government Finance Officers Association: (1) copies of all notices sent to members of the Chapter; (2) a copy of the minutes of the annual meeting of the Chapter; and (3) a list of the Chapter's membership. The Secretary shall provide any other non-financial records required by the FGFOA to the Secretary-Treasurer as well.

Section 4. Treasurer: The Treasurer shall receive and deposit funds and payout same as authorized by the Board of Directors. The Treasurer shall be responsible for preparing all necessary financial reports as may be required by the Florida Government Finance Officers Association to maintain local chapter status.

Section 5. Director: Each Director may assist in the decision making of the Board and, at the President's request, may serve as an individual liaison to, or chairperson of, one or more of the Chapter's committees.

ARTICLE IX - FISCAL MATTERS

Section 1. The incoming Board of Directors may adopt a proposed budget covering the Chapter operations for the subsequent fiscal year.

Section 2. Dues and fees for Chapter members may be set and revised at the discretion of the Chapter Board of Directors.

Section 3. The Board of Directors may establish a fee to cover the costs of any program sponsored by the organization along with any corresponding meal charges.

Section 4. The Chapter shall be fully and solely responsible for its own financial Affairs.

Section 5. The fiscal year of the Chapter shall coincide with the fiscal year of the Florida Government Finance Officers Association as set forth in its Constitution and Bylaws.

ARTICLE X - COMMITTEES

Section 1. The President, with the concurrence of the other members of the Board of Directors, may appoint such committees as are necessary for the efficient operation of the Chapter. The following committees may be established:

- a) An Audit Committee consisting of two or more members who are not either an Officer or a Director. The Audit Committee will review the Chapter's financial records on an annual basis within 60 days of the end of the Chapter's fiscal year, and more frequently as desired.

- b) A Nominating Committee consisting of the President and at least two 2 other members, one of whom is not a member of the Board of Directors. The President may serve as the Chairman of this committee. The Nominating Committee will prepare a slate of candidates for officer and director positions to be considered at the Chapter's annual meeting.
- c) A Membership Committee consisting of three or more members. The Membership Committee shall be responsible for promoting interest in the Chapter, conducting membership drives and recommending applicants for membership. The Committee may keep records of pertinent information concerning the membership as may be directed by the Secretary.
- d) A Program Committee consisting of three or more members.
 - 1) The Program Committee shall be responsible for recommending and preparing the Chapter CPE programs and obtaining speakers for the programs for luncheon programs or seminars. The Committee shall maintain a library of program topics and speakers that are presented to the Chapter.
 - 2) The Program Committee shall be responsible for arranging for food and beverages for luncheon programs or seminars as well as addressing any other issues associated with luncheon programs or seminars.
- e) Other committees as deemed necessary by the President.

Section 2. Committee chairpersons shall be appointed by the President with the concurrence of the Board of Directors.

ARTICLE XI - AMENDMENTS TO THESE BYLAWS

Amendments to the Bylaws shall be presented to the FGFOA Board of Directors for approval prior to the Chapter voting on such amendments. If approved by the FGFOA Board of Directors, amendments to these Bylaws may be made by an affirmative vote of a majority of the general membership at the annual meeting.