

**CHAPTER BY-LAWS  
FLORIDA GOVERNMENT  
FINANCE OFFICERS ASSOCIATION  
FLORIDA FIRST COAST CHAPTER**

**ARTICLE I – NAME**

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

**ARTICLE II – RULES AND REGULATIONS**

The Chapter shall, at all times, be subject to the provisions of the Constitution, the By-laws of the FGFOA and any local chapter requirements contained in the FGFOA Policies and Procedures.

**ARTICLE III – PURPOSE**

The purpose of this Chapter shall be to promote improvement of government financial administration in Northeast Florida by increasing the efficiency of government finance administrators, and to encourage training designed to enable members to remain current in applying modern operational techniques and updated standards.

**ARTICLE IV – CHAPTER MEMBERSHIP**

The Chapter membership shall consist of those eligible for membership in the FGFOA.

**ARTICLE V – MEETINGS**

**Section 1.** There shall be at least four (4) meetings of the Chapter each fiscal year. The fiscal year is defined as starting July 1<sup>st</sup> and ending June 30<sup>th</sup> for a full twelve month period.

**Section 2.** The last meeting of the fiscal year shall be considered the annual meeting for the election of officers and directors. This meeting shall take place no later than June 30.

**Section 3.** The Secretary shall, at least thirty (30) days prior to the annual meeting, provide notice 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.** A minimum of six (6) members or eight percent (8%) of the membership, whichever is greater, shall constitute a quorum for the transaction of business at any meeting. Members need to be present to vote.

**ARTICLE VI – VOTING RIGHTS**

**Section 1.** The voting rights of the Chapter shall be vested exclusively in active members, as defined by the Constitution and By-Laws of the FGFOA, and each shall have one vote in determining all questions to be decided by the membership.

**Section 2.** Associate members, as defined by the Constitution and By-Laws of the FGFOA, shall not hold office as officers or directors, although they may serve as members, and chair committees.

## **ARTICLE VII – BOARD OF DIRECTORS**

**Section 1.** The Board of Directors of the Chapter shall be active FGFOA members and shall serve, without compensation, as the governing body, and shall consist of the President, President-elect, Secretary and Treasurer who shall serve as the officers of the Chapter, plus three (3) Directors, who are the voting members of the Board.

**Section 2.** The term of office for the President, President-elect, and each Director shall be one (1) year. The term of the Secretary and Treasurer shall be two (2) years and shall be staggered.

**Section 3.** Officers and directors elected at the annual meeting of the Chapter may assume their respective positions immediately following the annual meeting and will serve until the election of their respective successors.

**Section 4.** The Board of Directors shall have the right and power to appoint a member to the unexpired term of any vacancy occurring on the Board of Directors of the chapter-as follows:

a.) The unexpired term of Officers of the Chapter President, President-elect, Secretary and Treasurer shall be filled as follows:

1.) The President unexpired term shall be filled by the President-elect. If the President-elect is not able to assume the President duties then the Board of Directors shall have the right and power to appoint a member of the Board of Directors to the unexpired term. If no member of the Board of Directors is able to serve as President then the Board of Directors shall have the right and power to appoint an active member, as defined by the Constitution and By-Laws of the FGFOA, of the Chapter to the unexpired term.

2.) The President-elect's unexpired term shall be filled either by the Secretary or the Treasurer in the order that each office holder has the shortest remaining term. If neither the Secretary nor the Treasurer is able to assume the President-elect duties, then the Board of Directors shall have the right and power to appoint an active member, as defined by the Constitution and By-Laws of the FGFOA, of the Chapter to the unexpired term.

3.) Vacancies in either the Secretary or Treasurer offices shall be filled by the Board of Directors having the right and power to appoint an active member, as defined by the Constitution and By-Laws of the FGFOA, of the Chapter to the unexpired term.

b.) The unexpired term of the Directors of the Board of Directors shall be filled as follows:

- 1.) The Director's unexpired term shall be filled by the Board of Directors having the right and power to appoint an active member, as defined by the Constitution and By-Laws of the FGFOA, of the Chapter to the unexpired term.

**Section 5.** The Nominating Committee shall make nominations to be presented at the annual meeting for officers and directors. Nominations may also be made from the floor.

**Section 6.** The Board of Directors shall have the power to fix the time and place for meetings of the Chapter. Notice of Chapter meetings shall be provided to all Chapter members.

**Section 7.** The Board of Directors may meet at such times and places as it may elect or as called by the President. Notice of Board meetings shall be provided to all Board members.

**Section 8.** For the transaction of any business by the Board of Directors, at least fifty percent (50%) of the voting members of said Board shall be present in person or present via a conference call to constitute a quorum, and the majority vote of the voting 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 FGFOA. The President shall keep the Board of Directors of the FGFOA fully informed of the affairs of the Chapter. The President shall also consult with the Association and the 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 propose an operating budget for the subsequent year for approval by the Board of Directors. The President-elect shall perform any other duties as assigned by the President.

**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. An annual report prepared by the Treasurer covering fiscal matters and activities for the previous fiscal year will be submitted to the Secretary of the FGFOA by August 15<sup>th</sup> of the following fiscal year along with any other information requested by Secretary of the FGFOA. A quarterly and year to date report prepared by the Treasurer covering fiscal matters and activities for the first, second and third quarter of the fiscal year may be submitted to the Secretary of the FGFOA

**Section 4.** Treasurer: The Treasurer shall be responsible for preparing all necessary financial reports as may be required and prescribed by the FGFOA to maintain local

chapter status. The Treasurer shall propose the annual financial report covering fiscal matters within 15 days of the end of the fiscal year. This report shall be submitted to the Chapters Secretary upon completion. The Treasurer shall receive, deposit and disburse funds as authorized by the Board of Directors.

**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 one or more of the Chapter's standing 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 at the discretion of the Chapter Board of Directors.

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

**Section 4.** The Treasurer shall make an annual financial report to the Chapter membership at the first meeting of the new fiscal year for the prior fiscal year. The Treasurer may make a financial report to the membership each time there is a Chapter meeting. The Treasurer will make a financial report at the meetings of the Board of Directors if so requested by the President. The Treasurer shall make at least one financial report to the Board of Directors prior to the annual meeting for the election of officers and directors.

**Section 5.** The Chapter shall be fully and solely responsible for its own financial affairs.

## **ARTICLE X – COMMITTEES**

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

- a) An Audit Committee, if established, of at least one member who is not an officer or director. The Audit Committee shall make its annual report to the Chapter membership at the first meeting of the new fiscal year for the prior fiscal year.
- b) A Nominating Committee consisting of at least three members, one of whom is not a director. A member of the Board shall serve as the Chairman of this committee. The Nominating Committee shall provide the names of those being nominated for officers and directors of the Board of Directors to the Secretary at least thirty (30) days in advance of the annual meeting.
- c) A Membership Committee.
- d) A Program/Continuing Professional Education Committee.

e) Other committees as deemed necessary by the President.

**Section 2.** The President may appoint Committee Chairs.

**Section 3.** Membership Committee.

a) The Committee, if established, shall be responsible for promoting interest in the Chapter, conducting membership drives, and recommending candidates for membership.

b) The committee shall keep records of pertinent information concerning each current and terminated member of the Chapter.

**Section 4.** Program/Continuing Professional Education Committee.

a) The Committee, if established, shall be responsible for recommending and preparing the Chapter programs, obtaining speakers for the programs, and maintaining a library of program topics and speakers.

b) The Committee shall coordinate the arrangements for Chapter meetings.

c) The Committee will work with the Career Development Committee of the FGFOA in developing continuing professional education seminars and promoting interest in such seminars offered by the Florida Government Finance Officers Association.

## **ARTICLE XI – AMENDMENTS TO THE BY-LAWS**

Amendments to the Chapter By-Laws shall be presented to the FGFOA Board of Directors for approval prior to the Chapter voting on such amendments and if approved by the FGFOA Board of Directors shall be given to the chapter membership at least thirty (30) days prior to the Chapter meeting. An affirmative vote as specified in Article V, section 4, is required to adopt the proposed amendments.

## **ARTICLE XII – AWARDS**

There shall be established an award know as the “Friend of the Chapter.” This award shall bestowed on a member or non-member of the Chapter who by act, deed, merit and such other criteria as established by the Board Directors has made a contribution to the Chapter that has enabled the Chapter in fulfilling its purpose as stated in ARTICLE III – PURPOSE of the Chapter By-Laws. This award, if it is to be made, may be presented at the annual meeting of the Chapter. Each fiscal year prior to the annual meeting the Board will determine if there is a member or non-member eligible to receive the “Friend of the Chapter” award. This award may be presented to more than one recipient for that fiscal year.

## **ARTICLE XIII – CERTIFIED GOVERNMENT FINANCE OFFICER (CGFO)**

The Florida First Coast Chapter of the Florida Government Finance Officers Association (FGFOA) does endorse and support the State Organization in encouraging all active members of the Chapter to strive to achieve the professional designation of (CGFO) which is in keeping with ARTICLE III – PURPOSE of the Chapter By-Laws.