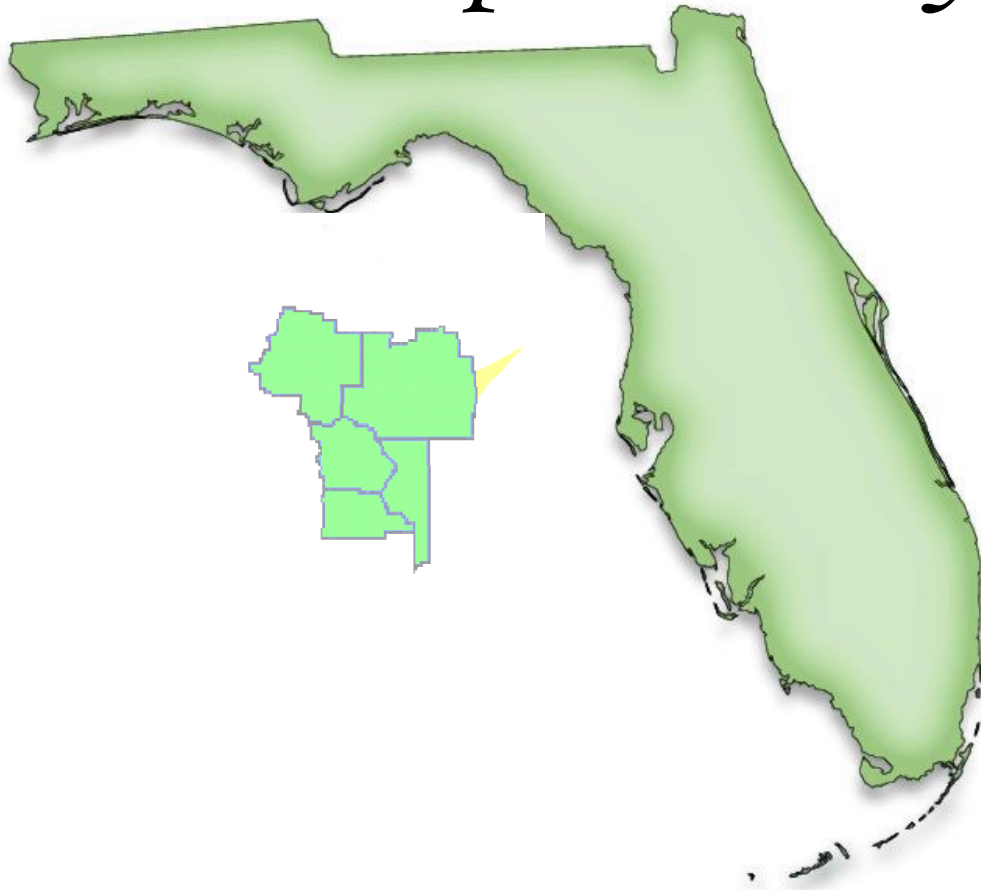


Nature Coast Chapter

2012-2013

Membership Directory



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Deputy for Finance & Administration
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Chapter Information

The Nature Coast Chapter was founded on May 13, 2005 and serves Levy, Marion, Citrus, Hernando and Sumter counties. The Nature Coast Chapter is a professional resource that provides opportunities through education, networking, leadership and information.

The Nature Coast Chapter membership offers a variety of services, benefits and opportunities. The local chapter is dedicated to providing programs and activities that will enhance the success and personal development of area financial professionals.

Membership benefits include:

- Continuing educational programs
- Professional networking opportunities
- Cooperative training partnerships
- Latest industry trends and information

Meetings

Chapter meetings will be held quarterly in the months of January, April, July, and October. The April meeting will be considered the Annual Meeting to elect officers.

Committees

The Nominating Committee shall consist of the President, Vice-President and one other member who is not a director.

The Membership Committee shall be responsible for promoting an interest in the Chapter, conducting membership drives, and recommending applicants for membership.

The Program/Continuing Professional Education Committee shall work with the Career Development Committee of the Florida Government Finance Officers Association in developing continuing professional education seminars and promoting interest in attendance of seminars.

**NATURE COAST CHAPTER
OF THE
FLORIDA GOVERNMENT
FINANCE OFFICERS ASSOCIATION**

CHAPTER BY-LAWS

ARTICLE I – NAME

This Chapter of the Florida Government Finance Officers Association shall be known as the Nature Coast Chapter (the “Chapter”).

ARTICLE II – RULES AND REGULATIONS

The Chapter shall, at all times, be subject to the provisions of the constitution and By-laws of the Florida Government Finance Officers Association.

ARTICLE III – PURPOSE

The purpose of the Chapter shall be to promote the improvement and efficiency in the operation of government administration in Florida.

ARTICLE IV – CHAPTER MEMBERSHIP

The Chapter membership shall consist of those eligible for membership in the Florida Government Finance Officers Association (FGFOA).

Membership shall be distinguished as follows:

Active Membership: Any duly acting finance, city clerk, accounting, budget, audit or administrative employee, whether elected or appointed, in a public jurisdiction of the State of Florida.

Associate Membership: Any other persons having interest in promoting the improvement of government administration in the State of Florida.

ARTICLE V – MEETINGS

Section 1. There shall be at least four (4) meetings of the Chapter each year, preferably quarterly.

Section 2. One meeting shall be considered the Annual Meeting for the election of Officers. This meeting shall be held in April of each year.

Section 3. The Secretary/Treasurer shall, prior to the Annual Meeting, mail or electronically notify 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.

- Section 4. Six (6) members or 10 percent (10%) 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 of the Chapter shall be vested exclusively in active members and each shall have one vote in determining all questions to be decided by the Chapter membership.

ARTICLE VII – BOARD OF DIRECTORS

- Section 1. The officers of the Chapter shall be the President, the Vice-President and the Secretary/Treasurer. All officers shall be active, paid members of the local chapter and active members of FGFOA.
- Section 2. Additional members may also be elected from the active 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. All officers shall be active, paid members of the local chapter and active members of FGFOA.
- Section 3. Officers elected at the annual meeting of the Chapter will be sworn in and assume their respective offices at the July meeting and will hold office for one year.
- Section 4. The Board of Directors shall have the right and power to appoint a member to the unexpired term of vacancy occurring on the Board of Directors of the Chapter.
- Section 5. 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.
- Section 6. The Nominating Committee shall make nominations for officers and other members of the Board of Directors. 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, at least fifty (50) percent of the members of said Board should be present in person to constitute a quorum, and the 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 Association and the Board of Directors of the Chapter, whenever necessary, concerning the business of the Chapter and its activities.

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

Section 3. Secretary/Treasurer: The Secretary/Treasurer shall keep all correspondence of the Chapter, minutes of the Annual Meeting of the Chapter. The Secretary shall at least annually, transmit to the Florida Government Finance Officers Association: 1) a copy of the minutes of the Annual Meeting of the Chapter; and 2) a list of the Chapter's membership. The Secretary/Treasurer shall receive and deposit funds and pay out same as authorized by the Board of Directors. The Secretary/Treasurer shall be responsible for preparing any necessary financial reports as may be required by the Florida Government Finance Officers Association to maintain local chapter status. An annual report shall be prepared by the Secretary/Treasurer covering fiscal matters for the fiscal year ended June 30 and submit to the Secretary/Treasurer of the Florida Government Finance Officers Association by August 15th.

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 calendar 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 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 appoint such committees as are necessary for the efficient operation of the Chapter. The following committees are recommended:

- 1) A Nominating Committee consisting of the President, Vice-President and one other member of whom is not a director. The President will serve as the Chairman of this committee.
- 2) A Membership Committee that shall be responsible for promoting interest in the Chapter, conducting membership drives, and recommending applicants for membership. The committee chairman shall be appointed by the President from the Board of Directors.
- 3) A Program/Continuing Professional Education Committee which shall work with the Career Development Committee of the Florida Government Finance Officers Association in developing continuing professional education seminars and promoting interest in such seminars offered. The committee chairman shall be appointed by the President from the Board of Directors.
- 4) Other committees as deemed necessary by the President.

ARTICLE XI – AMENDMENTS TO THESE BYLAWS

Amendments to these Bylaws may be made by an affirmative vote of a majority of the general membership at the annual meeting, provided that notice of any such amendment shall be mailed to the Florida Government Finance Officers Association at least ninety (90) days prior to the meeting.

Florida Government Finance Officers Association

Code of Ethics

The Florida Government Finance Officers Association is a professional organization dedicated to promote and improve the quality of financial accountability, management, and communications by and for all governmental units in the State of Florida by providing training and individual development for governmental financial professionals in technical finance related areas and other aspects of financial management.

To further these goals, we, the members of the Florida Government Finance Officers Association, are committed to adhere to legal, moral, and professional standards of conduct in the fulfillment of our professional responsibilities as set forth in this Code of Ethics in order to enhance the quality of our performance.

We shall conduct ourselves with integrity in all working relationships with public officials, employees, and the citizens whom we serve.

We shall not condone or knowingly allow the issuance of any false or misleading financial information or omit any information that is essential to making an informed decision.

We shall prepare and present financial information for the annual audited financial statements in accordance with generally accepted governmental accounting principles.

We shall abide by all applicable laws and regulations of the Federal government, State of Florida and those of our individual local jurisdictions.

We shall not be involved with or by our actions condone any illegal activity.

We shall conduct ourselves ethically and objectively and not seek or accept personal gain that would influence the conduct of our official duties.

We shall not use public resources for personal gain.

We shall not reveal or improperly use confidential information.

We shall accurately represent our professional qualifications, education, and affiliations.

We shall promote equal employment opportunities and oppose any discrimination, harassment or other unfair employment practices.

We shall promote the professional management of resources by identifying, developing and advancing fiscal strategies, policies and practices for the benefit of the public.



**NATURE COAST CHAPTER
OF THE FLORIDA GOVERNMENT
FINANCE OFFICER'S ASSOCIATION**



Membership Application/Renewal 2012-2013

Name: _____ **Title:** _____

Agency: _____

Address: _____

Phone: _____ **Fax:** _____

E-Mail Address: _____

Active Membership

\$15.00

Available to an active person in the following Government activities: Finance, City Clerk, County Clerk, Accounting, Budget, Audit, or Administrative employee, whether elected or appointed, in a public jurisdiction of the State of Florida, or any position that may be duly authorized by the FGFOA.

Associate Membership

\$15.00

Available for any Accounting Firm involved in service to Government, a Certified Public Accountant willing to assist in improving governmental finance and accounting efficiency and effectiveness. Also, available to Consultants or other Governmental Officials demonstrating such abilities, but who are not normally eligible for FGFOA membership. (Any Associate Membership requires approval of the Chapters' Board of Directors.)

Student Membership

\$0.00

A current member must sponsor a Student for membership. Available to any full-time student of a College or University who is interested in the principles and practices of Governmental Finance.

All dues are payable annually for July 1st through June 30th of the next year. Please remit payment by June 15th to be included in the Annual Nature Coast Chapter Directory.

Make Checks payable to: **Nature Coast Chapter, FGFOA**
Mail to: Citrus County Property Appraiser
Attn: Tonya Caldwell
210 N Apopka Avenue, Suite 200
Inverness, FL 34450

Please check the membership type below:

Active Membership Associate Membership Student Membership

*Alphabetical
Membership
Listing*



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