

**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 shall, prior to the Annual Meeting, mail or electronically notify all members of the Chapter indicating the time and place of such meeting and the *Slate of Officers*; 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.
- Section 2. Associate members shall not hold office or chair committees, although they may serve as members of committees.

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

- Section 1. The officers of the Chapter shall be the President, President-Elect Secretary, Treasurer and Past President. All officers shall be active, paid members of the local chapter. It is not required that the officer be an active member 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 not exceed seven (7) members. All Officers and Directors shall serve without compensation.
- Section 3. Officers and directors elected at the annual meeting of the Chapter will assume their respective offices on July 1 and will be responsible for the July quarterly meeting. Officers and directors will hold office for one year. A formal swearing in of new officers and directors will be held at the July quarterly meeting.
- Section 4. The President, with the consent of 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. The successive order of officer positions is as follows:

- President
- President-Elect
- Secretary
- Treasurer

Section 6. The Nominating Committee shall make nominations for officers and other members of the Board of Directors; creating a "Slate of Officers" which will be presented to the Membership at the April Annual meeting. 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. **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 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.

- Section 4. Treasurer: The Treasurer shall receive and deposit funds and pay out same as authorized by the Board of Directors. The 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 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 15.
- Section 5. Past President: The immediate Past President shall serve in an advisory capacity on the Board of Directors and shall have voting rights equal to any other Board Member. This position shall be part of the "Slate of Officers" and voted into the position of *Past President*. If an immediate Past President cannot serve, any Past President can serve in this capacity.
- Section 6. 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 shall 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 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 Association as set forth in its Constitution and Bylaws.

## 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, President-Elect and one other member of whom is not a director. The President will serve as the Chair of this committee.
- 2) A Membership Committee.
  - a. The committee shall be responsible for promoting interest in the Chapter, conducting membership drives, and recommending applicants for membership.
  - b. The committee shall keep records of pertinent information concerning each current and terminated member of the Chapter.
  - c. The committee chair shall be appointed by the President from the Board of Directors.
- 3) A Program Committee.
  - a. The committee shall be responsible for recommending and preparing the Chapter programs and obtaining speakers for the programs.
  - b. The committee shall work with the Florida Government Finance Officers Association in developing continuing professional education seminars/webinars and promoting interest in such seminars/webinars offered.
  - c. The committee chair shall be appointed by the President from the Board of Directors.
- 4) An Audit Committee, no member of which is an officer or director. The audit will be conducted annually within ninety (90) days of the Chapter's fiscal year end.
- 5) 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 any meeting, provided that:

- Notice of any such amendment be mailed or electronically sent to all active members at least thirty (30) days prior to the meeting.
- Notice of any such amendment shall be mailed or electronically sent to the Florida Government Finance Officers Association (President Elect) at least ninety (90) days prior to the meeting
- Florida Government Finance Officers Association must approve all changes.

*(Revised by Nature Coast Membership on July 18, 2018.)*