

SOUTH 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 South Florida Chapter (the "Chapter") d/b/a South Florida Government Finance Officers Association.

ARTICLE II – RULES AND REGULATIONS

This Chapter shall, at all times, be subject to the provisions of the Constitution, the By-laws of the Florida Government Finance Officers Association [hereinafter, "FGFOA"] and any local chapter requirements contained in the FGFOA Policies and Procedures.

ARTICLE III – PURPOSE

The purpose of the Chapter shall be to promote improvement and efficiency in the operation of government administration in Florida by offering networking events and continuing professional education through training and seminars.

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 classified as follows:

- a) Active Members - Any duly acting finance, treasury, accounting, budget, audit or administrative related employee whether elective or appointive in a public jurisdiction in the State of Florida.
- b) Associate Members - Any other person not eligible for active or student membership, who is interested in the principles and practices of governmental finance, and who subscribes to the purpose of the Association.
- c) Retiree Membership - Any former active member who has retired from employment in a public jurisdiction of the State of Florida.
- d) Student Members - Any individual attending undergraduate or graduate classes at an accredited college or university pursuing a degree in finance, accounting, or public administration, and who is not employed by a government employer in one of the disciplines listed in "a" above.
- e) Lifetime Membership - A Lifetime Honorary Membership, with all privileges of an active member, may be granted, upon written request to the current Chapter President, to any Past President of the FGFOA, who is otherwise no longer eligible for active membership in the Association.

ARTICLE V – MEETINGS

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

Section 2. One meeting shall be considered the Annual Meeting for the election of the Board Directors to be voted on by membership. This meeting shall be held in April to enable the

Chapter's "president-elect" to represent the Chapter at the FGFOA Annual Conference. The new Directors will assume their offices effective with the June meeting of the Chapter prior to the Chapter's new fiscal year that begins July 1.

Section 3. The Secretary shall, 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 Directors.

Section 4. Six (6) members or ten 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 including election of the Directors.

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. Chapter membership shall decide on the following questions by majority vote of members present at any regularly scheduled meeting of the Chapter provided that at least 10% of active membership is present: election of the Directors, amendments to the Chapter's By-laws, membership dues, and approval of the Chapter membership meeting minutes.

ARTICLE VII – BOARD OF DIRECTORS

Section 1. There is hereby created a Board of Directors which shall serve as the governing body of the Chapter. The Board of Directors shall consist of the following elected officers: President, Vice-President, Treasurer, Secretary and the most immediate Past President who is still active in the Chapter [hereinafter referred to as "the Directors"]. Only active members of the Chapter may be elected to and serve on the Board of Directors. The function of the Board of Directors is to do the following:

- a) Preserve and advance the welfare of the Chapter and its membership by way of effective and consistent operation of the Chapter in accordance with these By-laws, and the Constitution and By-laws of the FGFOA.
- b) Promote and improve the quality of financial and administrative accountability, management, and communication by and for all government units in the locality.
- c) Provide relevant and timely continuing education and training to government finance, budget and other administrative professionals.
- d) Provide overall planning and direction for the Chapter's growth and development. Consider the ideas of individual members and bring forth appropriate ideas and issues to the full board for consideration.
- e) Interact with and provide direction to all committees of the Chapter.
- f) Encourage professional interaction through the exchange of ideas and information among governmental units.
- g) Initiate and undertake new programs that are designed to expand educational opportunities of membership.
- h) Recognize and promote the functional resources and programs of the Chapter.

To this end, the Board of Directors shall have the right and duty to adopt policies and procedures,

as necessary and appropriate, on behalf of Chapter membership. The Board of Directors may request input and comment from members on significant or new questions coming before the Board of Directors prior to taking a vote by the Directors on the questions. The Board of Directors shall decide all questions regarding the Chapter other than those decided on by the active membership at large pursuant to Article VI, Section 2.

Section 2. No more than one member of the Board of Directors may serve from a single government, unless they perform different functions for their employer (Finance vs. Budget). The Board of Directors shall serve without compensation.

Section 3. Once a member has been elected by the membership to a specific Board of Directors office, that member may, upon completion of the term for which he or she was elected, serve successive terms in any Director position, subject to the nomination and election procedures set forth in these Bylaws. No member shall serve on the Board of Directors for a continuous period of more than five years. Once a member rotates off the Board of Directors, he or she cannot again serve as a Director on the Board of Directors for a period of three years unless a vacancy cannot be filled.

Section 4. Directors elected at the Annual Meeting of the Chapter in April may assume their respective offices immediately upon swearing in at the June meeting and may hold office for one year or until the election and swearing in of their respective successors.

Section 5. The Board of Directors shall have the right and power to appoint a member to the unexpired term of any vacancy occurring in the positions of President, Vice-President, Treasurer or Secretary of the Chapter.

Section 6. The Board of Directors shall have the power to fix the time and place for each Annual Meeting and any additional meetings of the Chapter.

Section 7. The Board of Directors may meet at such times and places as they may elect.

Section 8. For the transaction of any business, at least three of the five Directors shall be present in person or by teleconference to constitute a quorum, and the majority vote of the Board of Directors present will decide all issues; however, no motion shall be approved with a vote of less than three Directors. No proxy may be voted at any meeting of said Board of Directors. Membership shall be informed by email communication or written meeting minutes of the results of any votes taken by the Board of Directors.

ARTICLE VIII – DUTIES OF DIRECTORS

Section 1. The President shall be the chief elected Director 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 By-laws of the Chapter and the Constitution and By-laws 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 the Chapter Directors, whenever necessary, concerning the business of the Chapter and its activities. The

President shall file periodic reports with the State Association for informational purposes and to the extent required by applicable law. The President shall establish the annual schedule of meetings and events for the Chapter, and approve the selection of topics and speakers for Chapter meetings and seminars.

Section 2. The Vice-President shall serve as assistant to the President. In the absence or inability of the President to act, the Vice-President shall exercise all powers and perform the duties of the President.

The Vice-President shall ensure that all Chapter information maintained on the FGFOA website is current and timely updated where necessary. The Vice-President shall timely prepare and distribute the Chapter newsletter. The Vice-President shall assist the President in the selection of meeting topics and related speakers.

Section 3. The Treasurer shall have a financial and accounting background and be versed in bank reconciliation and the preparation of basic financial reports. The Treasurer shall perform the following duties:

- a) Timely process and deposit all cash and checks received in conjunction with Chapter activities and functions. The Treasurer shall provide copies of all deposits to the Vice President or designee, within 30 days of the close of each month.
- b) Maintain the Chapter's check book and disburse Chapter funds upon email or written authorization from the President or Vice-President, and retain said written authorization as supporting documentation for auditing purposes.
- c) Maintain supporting documentation, such as deposit schedules, stubs, validated deposit slips and invoices, for all deposits and disbursements for audit purposes.
- d) Reconcile bank account(s) timely and follow up with the bank on any outstanding issues. Report the bank balance(s) at least monthly to the Board of Directors and at the next available membership meeting.
- e) Prepare a basic profit/loss statement for each Chapter activity for which there is a fee charged, and provide said statement to the Board of Directors for informational and decision-making purposes. Said statement shall list each member attending the activity and the corresponding payment received from each member for tracking purposes in conjunction with the Chapter's educational assistance programs and other purposes.
- f) Prepare the annual financial report due to the FGFOA Secretary/Treasurer by August 15 of each year pursuant to the FGFOA's "Policies and Procedures".
- g) Receive all new and renewed membership applications, process all related payments, and electronically send the documents to the Vice-President to ensure the complete and accurate maintenance of membership records and statistics, including tracking of new member referrals for any special programs offered by the Chapter.
- h) Shall separately track the totals of all designated sources of income approved to fund Chapter social activities, and report the balances at least quarterly to the Board of Directors.
- i) Update bank signature cards, as necessary, to always reflect current authorized signers on the Chapter's bank account(s).

Section 4. The Secretary shall be proficient in writing, keep all correspondence of the Chapter, and take minutes of the Annual Meeting of the Chapter and of every meeting of the Board of Directors. The Secretary shall be responsible for preparing and submitting the minutes of every Board

meeting for Board approval at the following Board meeting. 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 of all meetings of the Board of Directors; and (2) a list of the Chapter's membership. The Secretary shall be responsible for disseminating formal notifications and other communications to membership upon first obtaining the approval of the President or Vice President. The Secretary shall assist the Treasurer in checking in and processing all members and visitors at Chapter meetings and events. The Secretary shall prepare and distribute identification badges, prepare and distribute attendance certificates in accordance with continuing professional education requirements, and prepare and keep custody of attendance sign-in sheets, for all Chapter business meetings and seminars.

Section 5. All Board members are expected to fully participate in the Board of Directors meetings and activities of the Chapter, and to complete projects as assigned. In the event a Director is unwilling or unable to perform their duties or fails to attend two consecutive Chapter meetings, the Director may be removed by a majority of the Board of Directors and the Board of Directors may appoint a replacement to fill the unexpired term of the Director.

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 for the Chapter members may be set at the annual meeting in April by an affirmative vote of a majority of the Chapter membership present to allow enough time for membership renewal prior to the start of the new fiscal year.

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 be July 1 to June 30.

Section 6. The Chapter's monies shall be deposited and maintained in a local financial institution approved by a majority of the Board of Directors. The financial institution shall carry the distinction of being a State of Florida qualified public depository. The Chapter's monies shall be held in an interest-bearing checking or money market account that is FDIC insured for ease, liquidity and "zero" risk. The Board of Directors may elect by majority vote to invest Chapter monies in other instruments in accordance with the Chapter's primary and overriding investment objective of safety of principal, liquidity and minimal exposure to risk.

Section 7. Only the President, Vice-President and Treasurer are authorized to sign checks on behalf of the Chapter. For control purposes, checks shall be held and maintained by the Treasurer except in the Treasurer's absence. The President and Vice-President will only sign checks in the absence of the Treasurer and will provide all documentation supporting any disbursements to the Treasurer for auditing purposes. Only the Treasurer shall have any available on-line access to transfer monies between Chapter accounts, if more than one account exists. The President and Vice-President shall be able to review the Chapter's bank balances on-line.

ARTICLE X- COMMITTEES

Section 1. There is hereby established a Nominating Committee for the purpose of recommending candidates to the Board of Directors. The Nominating Committee shall consist of the President and at least two past Chapter Presidents. The current President shall serve as the Chairperson of the Nominating Committee.

Any Chapter member desiring to serve or continue serving as a Director shall file written notice with the President by February 15. The Nominating Committee shall consider all applicants to the Board of Directors and set forth recommendations by March 15 taking into account each applicant's overall commitment to the Chapter (including current service as a Board Director, committee participation, involvement in other Chapter activities, and meeting attendance), involvement in other related professional organizations, and professional and career achievements. Chapter members may also register as independent candidates (not nominated by the nominating committee) no later than March 15 for any position on the Board.

Section 2. The President, with the concurrence of the Board of Directors, may appoint such committees and assign specific duties as are necessary for the efficient operation of the Chapter. The following committees may be appointed:

- a) A Membership Committee shall be responsible for promoting interest in the Chapter, conducting membership drives, and recommending applicants for membership. The Vice-President shall serve as the Chairperson of this committee.
- b) A 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 such seminars offered. The committee shall make recommendations to the President regarding dinner meeting and seminar topics, and related speakers. The committee chairperson shall be appointed by the President.
- c) Any other committees as deemed necessary by the President. The committee chairpersons shall be appointed by the President.
- d) The Audit Committee is established and duties defined the same as "Audit Committee" in the FGFOA Policies and Procedures.

ARTICLE XI- AMENDMENTS TO THESE 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. If approved by the FGFOA Board of Directors, the amendments to these By-laws may be made by an affirmative vote of a majority of the general Chapter membership at the Annual Meeting or any other regular business meeting. Approved amendments shall be sent to the FGFOA Board to insure compliance with those of the State Association. Notice of proposed amendments shall also be provided to the membership at large prior to the Annual Meeting or regular business meeting where a vote on the amendments is scheduled.

Last revisions 10/05/15 adopted 4/2/2016