

CHAPTER BYLAWS

FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION

ARTICLE I – NAME

This Chapter of the Florida Government Finance Officers Association (FGFOA) shall be known as the Treasure Coast Chapter. The primary geographic area of this chapter encompasses Martin, St. Lucie and Indian River Counties.

ARTICLE II – RULES AND REGULATIONS

The Chapter shall, at all times, be subject to the provisions of the Constitution and Bylaws of the Florida Government Finance Officers Association.

ARTICLE III – PURPOSE

The purpose of the Chapter shall be to promote the improvement of government financial administration in Florida by offering members educational and networking opportunities.

ARTICLE IV – CHAPTER MEMBERSHIP

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

ARTICLE IV – MEETINGS

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

Section 2. One meeting each year shall be considered the annual meeting for the election of officers and directors. This meeting should take place in March, between thirty (30) and sixty (60) days prior to the FGFOA Annual Conference.

Section 3. The Secretary/Treasurer shall, prior to the annual meeting, provide written notices 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. For the purpose of transacting Chapter business during meetings, a quorum shall be considered present when six (6) members in good standing or ten percent (10%) of the membership entitled to vote: whichever is greater, are in attendance.

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 Bylaws of the Florida Government Finance Officers Association 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 Bylaws of the Florida Government Finance Officers Association, 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, and Secretary/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 of the Chapter. The Board of Directors shall consist of a maximum of seven (7) members. No more than two members may serve from a single government. 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.

Section 4. Officers and Directors elected at the annual meeting of the Chapter shall be considered ‘installed’ and may assume their respective offices at that time. They shall continue to hold their respective office for one year or until the election of their respective successors during the subsequent annual meeting.

Section 5. In the event a position on the Board of Directors becomes vacant before the term expires, the remaining members of the Board shall have the right and power to appoint a member of the Chapter to the vacant position and empower the individual to fulfill the duties of the position for the remainder of the un-expired term.

Section 6. The Nominating Committee shall make nominations for the officers and other members of the board of Directors. Nominations may also be made from the floor by any member present.

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

Section 8. The Board of Directors will provide adequate notice to all members as to the times and places they elect to hold Chapter meetings.

Section 9. For the purpose of transacting Chapter business during their meetings, at least fifty percent (50%) of the members of the Board of Directors must be present to constitute a quorum. All issues brought before the Board will be decided by a simple majority vote of the Board members present. At no time may votes be cast by proxy at any meeting of the Board of Directors of the Chapter.

ARTICLE VIII – BOARD OF 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 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 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/Treasurer: The Secretary/Treasurer shall keep all correspondence of the Chapter and minutes of all meetings of the Chapter and of the Board of Directors. The Secretary/Treasurer shall maintain continuing professional education (CPE) attendance records and be responsible for CPE reporting to members. An annual report prepared by the Secretary/Treasurer covering activities for the calendar year will be submitted to the Secretary/Treasurer of the Florida Government Finance Officers Association by February 15th of the following year. In addition, at least annually, the Secretary/Treasurer 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. Secretary/Treasurer: 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 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 one or more of the Chapter's standing committees.

ARTICLE IX – FISCAL MATTERS

Section 1. The fiscal year for the Chapter shall begin on July 1 of each year and end on June 30.

- a) In order to transition from an April 1 – March 31 fiscal year, to the July 1 – June 30 fiscal year the Chapter will treat April 1 – June 30 2005 as a separate accounting period by creating financial reports as of June 30. The Chapter will forward these financials to the Florida Government Finance Officers Association and treat the year beginning July 1 as a new fiscal year.

Section 2. The incoming Board of Directors shall adopt a proposed budget covering the Chapter operations for the subsequent calendar year.

Section 3. Dues and fees for the Chapter members shall be set at the discretion of the Chapter Board of Directors

Section 4. The Board of Directors shall establish a fee to cover the cost of any program sponsored by the organization, along with any corresponding meal charges.

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

- a) An Audit Committee consisting of one member who is not an officer of director.
- b) A Nominating Committee consisting of the President, President-Elect and one other member who is not a director. The President may serve as the Chairman of this committee.
- c) A Membership Committee.
- 1) The Membership Committee, if appointed, shall be responsible for promoting interest in the Chapter, conducting membership drives, and recommending applicants for membership in the Chapter.
 - 2) The Committee shall keep records of pertinent information concerning each current and terminated members of the Chapter. This information shall be limited to name, organization, title, professional certifications, contact information and biographical information.

- d) A Program/Continuing Professional Education Committee.
 - 3) The Committee, if appointed, shall be responsible for recommending and preparing the Chapter programs, obtaining speakers for the programs, and maintaining a library of program topics and speakers
 - 4) The Committee shall coordinate the reservation process for Chapter meetings.
 - 5) The Committee will 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 by the Florida Government Finance Officers Association.

- e) Other committees as deemed necessary by the President.

Section 2. The President may appoint committee chairmen.

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.