



VFFGFOA

VOLUSIA FLAGLER 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 Volusia / Flagler 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 Florida Government Finance Officers Association, and any local chapter requirements contained in the FGFOA Policies and Procedures.

ARTICLE III – PURPOSE

The purpose of the Chapter shall be to promote the improvement of government financial administration in Florida by offering continuing education seminars for its members and provide opportunities for networking and information exchange.

ARTICLE IV – CHAPTER MEMBERSHIP

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

ARTICLE V - MEETINGS

Section 1. There shall be at least one meeting each quarter as established by the Board of Directors. Notices shall be e-mailed in advance to all Members indicating the time and place of each meeting.

Section 2. The annual meeting for the election of Officers shall be held in April of the second year of the two-year term.

Section 3. The Officers shall, prior to the annual meeting, adopt procedures and conduct an election of Officers via e-mail. Ballots shall be directed to and counted by an Officer and verified by another member.

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.

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 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 are Members of the Board of Directors and shall be the President, President-Elect, Treasurer, and Secretary.

Section 2. Additional Members may also be – appointed by the Officers to serve as Committee Chairmen. These Chairmen shall be known as Directors and will also serve on the Board. No more than two members may serve from a single government. The Board of Directors shall consist of no more than eight (8) Members, not including the Past President.

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, if vacated. The successive order of officer positions is as follows:

- Secretary
- Treasurer
- President-Elect
- President

Section 4. Officers elected at the annual meeting of the Chapter in odd years – may assume their respective office on the following July 1 and may hold office for two years or until the election 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 on the Board of Directors of the Chapter.

Section 6. Nominations for the Officers and other Members of the Board of Directors shall be made by the Membership.

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 percent (50%) 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. However, the Board shall meet at least once annually. 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 Officer 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 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. **Treasurer:** The Treasurer shall receive and deposit funds and disburse funds as authorized by the Board of Directors. The Treasurer shall be responsible for preparing all necessary financial reports. The Treasurer shall prepare quarterly financial reports and submit them to the Florida Government Finance Officers Association within thirty days following the quarter end. An annual report prepared by the Treasurer covering fiscal matters and activities for the fiscal year ended June 30 shall be submitted to the Florida Government Finance Officers Association by August 15 the following fiscal year.

Section 4. **Secretary:** The Secretary shall keep all correspondence of the Chapter and minutes of all meetings of the Chapter and of the Board of Directors. In addition, 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 5. **Director:** Each Director shall assist in the decision making of the Board and will serve as a committee chairperson to the Chapter's standing committees.

ARTICLE XI – FISCAL MATTERS

Section 1. The incoming Board of Directors may adopt a proposed budget covering the Chapter operations for the subsequent fiscal year beginning July 1 and ending the following June 30.

Section 2. Dues and fees for Chapter Members shall be set at the discretion of the Chapter Board of Directors.

Section 3. The Board of Directors shall 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.

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.

a) An **Audit Committee** of one Member who is not an Officer or Director. The audit will be conducted annually within 60 days of the Chapter's fiscal year end.

b) A **Nominating Committee** consisting of the President and at least two other Members, one of whom is not a Director. The President may serve as the Chairman of this committee.

c) A **Membership Committee**.

d) A **Program/Continuing Professional Education Committee** chaired by the President-Elect.

e) Other committees as deemed necessary by the Board.

Section 2. Directors shall serve as Committee Chairmen.

Section 3. Membership Committee

a) The Committee shall be responsible for promoting interest in the Chapter, conducting membership drives, and recommending applications 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 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 reservation process for Chapter meetings.
- c) 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.

ARTICLE XI – AMENDMENTS TO THESE BYLAWS

Section 1. Amendments to these Bylaws must be presented to FGFOA Board of Directors for approval prior to the VFFGFOA membership voting on such amendment.

Section 2. FGFOA Board approved Amendments to these Bylaws may be made by an affirmative vote of a majority of the general membership at any meeting, provided that written notice of the proposed amendment changes shall be sent to all active Members at least thirty (30) days prior to the meeting.