

GULFCOAST CHAPTER
OF FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION
CHAPTER BYLAWS

ARTICLE I – NAME

This Chapter of the Florida Government Finance Officers Association (FGFOA) shall be known as the Gulfcoast Chapter.

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, networking and leadership opportunities.

ARTICLE IV – CHAPTER MEMBERSHIP

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

Membership shall be distinguished as follows:

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

Associate (non-voting) Membership: Any other persons not eligible for Active membership having an interest in the principles and practices of government finance and who subscribes to the purposes of the FGFOA.

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 election of officers and directors. This meeting should take place during the last two months of the Chapter's fiscal year.

GULFCOAST CHAPTER
OF FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION
CHAPTER BYLAWS

(Continued)

ARTICLE V – MEETINGS (continued)

Section 3. The Secretary shall, prior to the annual meeting, mail notices in writing or by means of E-mail 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. Ten percent (10%) of the Chapter's active membership entitled to vote, who are present in person, shall constitute a quorum for the transactions 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 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, Secretary, and Treasurer.

Section 2. Additional Board members may be elected from the Active membership of the Chapter. In addition, the immediate Past President of the Chapter shall serve as an "ex officio", non-voting member of the Board. 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 plus the "ex-officio" member. Excluding the immediate Past President, no more than two members may serve from a single government. Directors, who are not Officers, shall be permitted to serve a maximum term of three (3) consecutive years, as a non-Officer. Members of the Board shall serve without compensation.

GULFCOAST CHAPTER
OF FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION
CHAPTER BYLAWS

(Continued)

ARTICLE VII – BOARD OF DIRECTORS (continued)

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 elected at the annual meeting of the Chapter assume their respective offices on the following July 1, and may hold office for one year 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 officers and other members of the Board of Directors shall be made by the Nominating Committee. Nominations may also be made from the floor by any Active member present.

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 voting members of said Board should be present, in person or by conference call, 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.

GULFCOAST CHAPTER
OF FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION
CHAPTER BYLAWS

(Continued)

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 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. Secretary: The Secretary shall produce, distribute and maintain all correspondence of the Chapter which includes, meeting notices, Chapter updates for the FGFOA newsletter, agendas and minutes of all meetings of the Chapter and of the Board of Directors. The Secretary shall maintain continuing professional education (CPE) attendance records, submit CPE for approval to the Florida Government Finance Officers Association for approval by the State Board of Accountancy, and be responsible for reporting the approval of CPE to members. The Secretary will submit the annual report prepared by the Chapter's Treasurer to the Secretary-Treasurer of the Florida Government Finance Officers Association within fifteen (15) days of the end of the fiscal year. 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 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 all necessary financial reports. An annual report prepared by the Treasurer covering fiscal matters and activities for the fiscal year will be submitted to the Chapter's Secretary who in turn will submit it to the Secretary-Treasurer of the Florida Government Finance Officers Association within fifteen (15) days of the end of the fiscal year.

GULFCOAST CHAPTER
OF FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION
CHAPTER BYLAWS

(Continued)

ARTICLE VIII – DUTIES OF OFFICERS AND DIRECTORS (continued)

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.

Section 6. If in the event an officer is unwilling or unable to perform their duties they 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 officer.

ARTICLE IX – FISCAL MATTERS

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

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

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

Section 4. 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 5. The Chapter shall be fully and solely responsible for its own financial affairs.

Section 6. The Bank account established by the Chapter shall require two signatures for the authorization of purchases by checks. The Treasurer would be one authorized signer along with two additional Officer positions designated by the Board of Directors.

GULFCOAST CHAPTER
OF FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION
CHAPTER BYLAWS

(Continued)

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 may be appointed:

- (a) An Audit Committee consisting of one member who is not an officer or director.
- (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.
- (e) Other committees as deemed necessary by the President.

Section 2. Committee chairmen may be appointed by the President.

Section 3. Membership Committee.

- (a) The Committee, if appointed, 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.

Section 4. Program/Continuing Professional Education Committee.

- (a) 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.

GULF COAST CHAPTER
OF FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION
CHAPTER BYLAWS

(Continued)

ARTICLE X – COMMITTEES (continued)

- (b) The Committee shall coordinate the arrangements for Chapter meetings and educational seminars.

- (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

Amendments to these Bylaws may be made by an affirmative vote of a majority of the Active membership at the annual meeting or any of the regular quarterly meetings, provided that notice and content of any such amendments shall be mailed or E-mailed to both the Chapter's Active membership and the Florida Government Finance Officers Association at least thirty (30) days prior to the meeting.