

**CHAPTER BYLAWS  
FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION  
NORTH CENTRAL FLORIDA CHAPTER**

**ARTICLE I – NAME**

This Chapter of the Florida Government Finance Officers Association (FGFOA) shall be known as the North Central Florida Chapter, hereinafter called the Chapter.

**ARTICLE II – RULES AND REGULATIONS**

The Chapter shall, at all times, be subject to the provisions of the Constitution, the Bylaws 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 financial and management processes in Florida
- Create balanced and effective educational programming opportunities
- Establish a network of membership expertise
- Establish relationships with other organizations of like aims and purposes
- Provide opportunities for individual development, recruiting and mentoring
- Promote leaders and leadership development
- Provide a communications network to share technical and legislative issues

**ARTICLE IV – CHAPTER MEMBERSHIP**

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 a minimum, four quarterly business meetings to be held each year.

- Section 2. One meeting shall be considered the Annual Chapter Meeting for the election of officers and directors, as well as, the appointment of committee chairpersons. This meeting shall take place at least thirty (30) days prior to the FGFOA Annual Conference.
- Section 3. The Secretary shall, prior to the Annual Chapter Meeting, mail notices either 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. A minimum of six (6) members or ten percent (10%) of the membership entitled to vote of the Chapter who are present and 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, Student and Retiree 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, Vice President, Secretary, and Treasurer.
- Section 2. Additional members may also be elected from the membership of the Chapter. The officers and additional members, to be 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. Persons elected to the Board of Directors 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 with 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 shall assume their respective offices on the following July 1.
- 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 directors to the Board of Directors shall be made by the Nominating Committee (if applicable). Nominations may also be made from the floor by any member, in good standing, of the Chapter.
- Section 7. The Board of Directors shall have the power to fix the time and place for each Annual Chapter 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 shall be present in person or participate on a conference call to constitute a quorum, and the majority vote of the Board members constituting a quorum 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 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. Vice President: The Vice President shall in the absence or inability of the President to act, exercise all powers and perform all of the duties of the President. The Vice President may 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 of the 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. 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 may adopt a proposed budget covering the Chapter operations for the subsequent fiscal year.
- Section 2. Dues and fees for Chapter membership are set and approved by the Chapter Board. Chapter membership shall be renewable on July 1 of each year.
- 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 Finance Officers 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 and at least two other members, one of whom is not a member of the Board of Directors. The President may serve as the Chairman of this committee.
  - a. The Nominating Committee will prepare a slate of candidates for officer and director positions to be considered at the Chapter's annual meeting.
2. A Membership Committee consisting of three or more members.
  - a. The Membership Committee shall be responsible for promoting interest in the Chapter, conducting membership drives, and recommending applicants for membership.
  - b. The Membership Committee shall keep records of pertinent information concerning the membership as may be directed by the Secretary.
3. A Program Committee consisting of two or more members.
  - a. The Program 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 Program Committee shall coordinate the reservations process for Chapter meetings.
4. An Audit Committee, no member of which is an officer or director. The Audit Committee will review the Chapter's financial records on an annual basis within 60 days of the end of the Chapter's fiscal year.
5. Other committees as deemed necessary by the President.

Section 2. The President shall appoint committee chairpersons.

## **ARTICLE XI – AMENDMENTS TO THESE BYLAWS**

Amendments to Chapter Bylaws 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, amendments to the 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.