

**HILLSBOROUGH CHAPTER BY-LAWS
FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION**

ARTICLE I – NAME

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

ARTICLE II – RULE AND REGULATIONS

The Chapter shall, at all times, be subject to the provisions of the Constitution and by-laws of the Florida Government Finance Officers Association, and any local chapter requirements contained in the Florida Government Finance Officers Association Policies and Procedures.

ARTICLE III – The fiscal year for Hillsborough Chapter shall begin on July 1st each year and end on June 30th.

ARTICLE IV – PURPOSE

The purpose of the Chapter shall be to promote the improvement of government financial administration in Florida.

ARTICLE V – CHAPTER MEMBERSHIP

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

ARTICLE VI – CHAPTER MEETINGS

Section 1 There shall be at least one meeting each quarter as established by the Board of Directors.

Section 2 The biennial elections shall be held in June.

Section 3 The Secretary shall, prior to the elections, mail notices electronically to all members of the Chapter indicating the time and place of such an election and the names of the individuals nominated to serve on the committee.

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 VII – VOTING RIGHTS

Section 1 The voting rights of the Chapter shall be vested exclusively in active members of the Hillsborough Chapter, as defined by the Constitution and by-laws 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 by-laws of the Florida Government Officers Association, shall not hold office or chair positions, although they may serve as members of committees.

ARTICLE VIII – BOARD OF DIRECTORS

- Section 1 The Officers of the Chapter shall be the President, Vice-President, Treasurer and Secretary.
- Section 2 Additional members may also be nominated and appointed by the Officers to serve as Chairperson. These Chairpersons, other than the Audit Committee Chair, shall be known as Directors and will also serve on the Board along with the Officers. No more than four (4) members may serve from a single government, Constitutional Office, Office of any separately elected official, or special district. The Officers and Directors shall collectively be known as the Board of Directors. The Board of Directors shall consist of no more the six (6) members. Members of the Board shall serve without compensation.
- Section 3 In the event of a vacancy in the office of Secretary, Treasurer or Vice-President, the President may fill the vacancy with any eligible member on an interim basis for the remainder of that term of office or may elect to leave the position vacant until the next election. In the event of a vacancy in either the office of President or Vice-President, the next subordinate officer may move into the vacant position until the next election.
- Section 4 Officers and Directors elected 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 Nominations for the Officers and other members of the Board of Directors shall be made by the Hillsborough Chapter Committee. Nominations may also be made from the floor.
- Section 6 The Board of Directors shall have the power to fix the time and place for each meeting of the Chapter.
- Section 7 The Board of Directors may meet at such times and places as it may elect.
- Section 8 For the transaction of any business by the Board of Directors, at least three (3) of the members of said Board shall be present in person or virtually 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 IX – 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 quarterly. The President shall preside at all meetings of the Chapter. The President shall submit the annual financial report to the FGFOA by July 31st the following fiscal year. The President shall submit the annual audit report to the FGFOA by August 31st. The President shall maintain the Chapter's credit card and may use Chapter funds as authorized by the Board of Directors. The President shall attend FGFOA meetings. 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 Board of Directors of the Chapter, whenever necessary, concerning the business of the Chapter and its activities.

- Section 2 Vice-President: In the absence or inability of the President to act, the Vice-President shall exercise all powers and perform all of the duties of the President.
- 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 develop a Chapter budget for the subsequent year for submission to the Board of Directors for a vote by June 30th. An annual report prepared by the Treasurer covering fiscal matters and activities for the fiscal year ended June 30th shall be submitted to the President of the Hillsborough Chapter before July 21st of the following fiscal year. The Treasurer shall work with the internal auditor to have the audit completed annually within sixty (60) days of the Chapter fiscal year end. An annual audit report shall be submitted to the President of the Hillsborough Chapter by August 31st. The annual audit report and the financial reports shall be submitted to the Board of Directors for informational purposes only.
- Historical data, either paper or electronic, must be kept by the Treasurer for at least seven (7) years.
- Section 4 Secretary: The Secretary shall keep all correspondence of the Chapter and minutes of all meetings of the Chapter and the Board of Directors. The Secretary shall coordinate the Chapter election process and propose amendments to these by-laws.
- 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.
- Section 6 Active Hillsborough Chapter membership is expected for all Board of Director positions. All Board members are expected to fully participate in the Board meetings and Chapter activities and to complete projects as assigned. If a Board member fails to fulfill his or her responsibilities or fails to attend three (3) consecutive meetings (any venue), he or she will be required to resign from the Board of Directors unless there are extenuating circumstances approved by the majority vote of all members of the Board of Directors.

ARTICLE X – FISCAL MATTERS

- Section 1 The incoming Board of Directors shall adopt a proposed budget covering the Chapter operations for the subsequent fiscal year beginning July 1st and ending the following June 30th.
- 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 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 responsible for its financial affairs.

ARTICLE XI – 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.

Standing Committees

- a) An Audit Committee who is not an officer or director. The audit will be conducted annually within sixty (60) days of the Chapter’s fiscal year end.
- b) A Membership Committee.
- c) A Program/Continuing Professional Education Committee.

Ad Hoc Committee

- a) Other committees as deemed necessary by the Board.

Section 2 Directors shall serve as Committee Chairpersons.

Section 3 Membership Committee

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

Section 4 Program/Continuing 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 the Chapter meetings.
- c) The Committee shall coordinate meals for the training.
- d) The Committee shall purchase promotional items with consensus from the Board of Directors.

All Program/Continuing Education Committee expenditures must be supported by appropriate documentation, which shall be submitted to the Treasurer in a timely manner.

ARTICLE XII – AMENDMENTS TO THESE BY-LAWS

Proposed amendments to these by-laws must be presented to the Hillsborough Chapter Board of Directors for voting on such amendment prior to submitting to the FGFOA Board of Directors for approval. The adopted version of the Hillsborough Chapter by-laws shall be sent to the Board of Directors after FGFOA approval.