

**CHAPTER BYLAWS  
FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION  
PALM BEACH COUNTY CHAPTER**

**ARTICLE I - NAME**

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

**ARTICLE IV - CHAPTER MEMBERSHIP**

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

- a) Active membership may be held in the Association by any duly acting finance, accounting, budget, audit or administrative employee, whether elected or appointed, in a public jurisdiction of the State of Florida.
- b) Retiree membership may be held in the Association by any formerly active member who has duly retired from employment in a public jurisdiction of the State of Florida.
- c) Student membership may be held in the Association by any person not eligible for active membership who is a full time student at a College or University, who is interested in the principles and practices of governmental finance, and who subscribes to the purposes of the Association.
- d) Associate membership may be held in the Association by any other person not eligible for active, retiree, or student membership, who is interested in the principles and practices of governmental finance, and who subscribes to the purposes of the Association. The privilege of voting shall be limited to those holding active membership.

## **ARTICLE V - MEETINGS**

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

Section 2. One (1) meeting shall be considered the annual meeting for the election of officers and directors. This meeting should take place no later than April 30.

Section 3. The Secretary shall, prior to the annual meeting, provide notice 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. 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 Finance Officers Association shall not hold office or chair committees, although they may serve as members of the committees.

## **ARTICLE VII - BOARD OF DIRECTORS**

Section 1. The officers of the Chapter shall be the President, President-Elect, Treasurer, and Secretary.

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. The Board of Directors shall consist of a maximum of seven (7) members. 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. The successive order of officer positions is as follows:

- President
- President-Elect
- Treasurer
- Secretary

Section 4. Officers elected at the annual meeting of the Chapter may assume their respective offices on 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 or may elect to leave the position vacant until the next annual meeting. In the event of a vacancy in the office of President, the next subordinate officer may move into the vacant position. Any member having been appointed as an officer on interim basis, must, in order to ascend to the next officer position, be duly elected by the membership at the next annual meeting of the Chapter.

Section 6. Nominations for Board of Directors positions that are vacant, are currently filled by appointees, or that will become vacant due to an officer not wishing to serve for the next higher office shall be made by the Nominating Committee and presented at the annual meeting. Nominations may also be made from the floor by any active member.

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 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 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 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 keep all correspondence of the Chapter, minutes of all meeting of the Chapter and of the Board of Directors. An annual report prepared by the Secretary covering fiscal matters and activities for the calendar year will be submitted 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 payout same as authorized by the Board of Directors. The Treasurer shall be responsible for preparing all necessary financial reports.

The Treasurer shall prepare the annual financial report covering fiscal matters within 30 days of the end of the fiscal year. This report shall be submitted to the Fiscal Oversight Committee for review. The Fiscal Oversight Committee Chair shall examine the annual financial report, prepare its related committee report, and forward these reports to the Chapter's Secretary.

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. The Chapter's fiscal year will coincide with the Florida Government Finance Officers Association's fiscal year. The fiscal year for this Chapter shall begin on July 1 of each year and end on June 30.

Section 2. Dues and fees for Chapter members may be set and revised 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 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. Committee chairpersons shall be appointed by the President.

The following committees may be established:

- a) A Fiscal Oversight Committee consisting of one or more members who are not an Officer or Director. A Fiscal Oversight Committee shall be responsible for reviewing and making recommendations to the Board of Directors on internal controls, policies and procedures, the annual budget, and treasury operations in relation to the financial transactions of the Chapter. The committee shall present an annual report to the Board of Directors on the fiscal position of the Chapter at the annual business meeting.
- b) A Nominating Committee consisting of the President, President-Elect, and at least two (2) other members, one of whom is not a Director or Officer. The President shall serve as the Chairman of this committee. The committee shall recommend a slate of candidates prior to the annual meeting.
- c) A Membership Committee shall be responsible for promoting interest in the Chapter, conducting membership drives, and recommending applicants for membership. The Committee shall keep records of pertinent information concerning each current and terminated member of the Chapter.

- d) A Program/Continuing Professional Education 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. The Committee shall coordinate the reservation process for Chapter meetings.
- e) Other committees as deemed necessary by the President.

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

Proposed amendments to the Chapter By-Laws must 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, written notice of the amendment shall be provided to the Chapter membership at least fifteen (15) days prior to the meeting. Amendments to these By-laws shall be made by an affirmative *vote* of a majority of the general membership at the chapter meeting immediately following FGFOA Board approval.