

CHAPTER BYLAWS
FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION
PANHANDLE CHAPTER

ARTICLE I – NAME

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

ARTICLE II – GOVERNANCE

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 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

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 a minimum, four quarterly business meetings to be held each year. The Board of Directors shall have the discretion in scheduling these quarterly meetings to allow for the greatest participation of the Chapter membership.

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 between thirty (30) and sixty (60) days prior to the Florida Government Finance Officers Association Annual Conference.

Section 3. The Secretary-Treasurer 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 ten (10) 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, President-Elect and Secretary-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. No more than two members may serve from a single government. 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 and directors elected at the Annual Chapter Meeting shall assume their respective offices immediately upon taking their oath and the completion of the swearing-in ceremony. Such officers and directors shall serve a term of one year from the time elected, until such time as the next annual election. While the fiscal year runs from July 1 to June 30 of each year, the officers, directors, committee chairs and committee member terms shall begin at installation during the annual business meeting and end at the subsequent annual business meeting for their period of service. With regard to terms of office, reference to “elections” in the Bylaws shall mean “date of installation.”

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. President-Elect. The President-Elect shall in the absence or inability of the President to act, exercise all powers and perform all of the duties of the President. The President-Elect may develop a Chapter budget for the subsequent year for submission to the Board of Directors.

Section 3. Secretary-Treasurer. The Secretary-Treasurer shall keep all correspondence of the Chapter, minutes of all meetings of the Chapter and of the Board of Directors, and shall receive, deposit, and pay out funds as authorized by the Board of Directors. The Secretary-Treasurer shall be responsible for preparing all necessary financial reports. An annual report prepared by the Secretary-Treasurer covering fiscal matters and activities during the Florida Government Finance Officers Association's fiscal year will be submitted to the Secretary-Treasurer of the Florida Government Finance Officers Association according to the guidelines as established by the State Florida Government Finance Officers Association, but no later than August 15. In addition, at least annually, the Secretary-Treasurer 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 Chapter Meeting; and (3) a list of the Chapter's membership. [See Article X, Section 1, c-3 and Article X, Section 1, d-4]

Section 4. 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 operations of the Chapter shall be accounted for using generally accepted accounting principles on a fiscal year in concurrence with the Florida Government Finance Officers Association organization's fiscal year (July 1 to June 30).

Section 2. The Board of Directors may adopt a proposed budget covering the Chapter operations for the fiscal year in concurrence with the Florida Government Finance Officers Association organization's fiscal year.

Section 3. Dues and fees for Chapter membership are set and approved by the Chapter Board. Chapter membership shall be renewable on October 1st of each year.

Section 4. 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 5. Expenses of the Chapter must be approved by at least fifty percent (50%) of the members of the Board of Directors either at a meeting, on a conference call, or via email correspondence.

Section 6. 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) Audit Committee: To be comprised of one member who is not an officer or director.
 - 1) The Committee, if established, shall be responsible for verifying revenues and expenses and bank statement reconciliations.
- b) Nominating Committee: To consist of the President and at least two other members, one of which is not an officer or director. The President shall serve as Chairperson.
 - 1) The Committee shall be responsible for obtaining nominations and verifying eligibility for officers and directors to the Board of Directors.
- c) Membership Committee: To consist of two or more members, one of which is not an officer or director.

- 1) The Committee, if established, shall be responsible for promoting interest in the Chapter, conducting membership drives, and recommending applicants for membership.
- 2) The Committee, if established, shall keep records of pertinent information concerning each current and terminated member of the Chapter.
- 3) In the absence of such Committee, the Secretary-Treasurer shall keep all pertinent membership information, including the annual renewal process.
- d) Program/Continuing Professional Education (CPE) Committee: To consist of two or more members, one of which is not an officer or director.
 - 1) The Committee, if established, shall be responsible for recommending and preparing the Chapter programs, obtaining speakers for the programs, and maintaining a library of program topics and speakers.
 - 2) The Committee shall coordinate the reservations process for Chapter meetings.
 - 3) In the absence of such Committee, the Secretary-Treasurer shall coordinate the reservation process for Chapter meetings
- e) Other committees as deemed necessary by the President.

Section 2. The President shall appoint committee chairpersons.

ARTICLE XI – AMENDMENTS

Amendments to these Bylaws may be made by an affirmative vote of a majority of the Active members, in good standing, at any of the regular quarterly meetings, provided that notice and content of any such amendment(s) shall be mailed to both the Chapter membership and the Florida Government Finance Officers Association at least ninety (90) days prior to the meeting.

Last Revised: December 1, 2008

Approved: April 17, 2009 Panhandle Chapter Meeting