

TREASURE COAST CHAPTER BYLAWS

FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION

ARTICLE I – NAME

This chapter of the Florida Government Finance Officers Association (FGFOA) shall be known as the Treasure Coast Chapter. The primary geographic area of this chapter encompasses Martin, St. Lucie and Indian River Counties.

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 government financial administration in Florida in accordance with the principles and practices of the Government Finance Officers Association, the Florida Government Finance Officers Association, the Governmental Accounting Standards Board and other recognized authorities. The chapter shall advocate these principles to its members by offering interactive educational and training opportunities that assist in the development of qualified and ethical public financial officers, as well as aid in the recruitment of new professionals into the field of government finance.

ARTICLE IV – CHAPTER MEMBERSHIP

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

Section 1. Active membership may be held by any duly acting finance, accounting, budget, auditor or administrative employee, whether elected or appointed, in a public jurisdiction of the State of Florida.

Section 2. Student membership may be held by any person not eligible for active membership who is either a full-time or part-time student attending any college or university who is interested in the principles and practices of government finance, and who subscribes to the purposes of the Florida Government Finance Officers Association. Student members shall be exempt from payment of the annually assessed membership dues until such time as they become eligible for active membership.

Section 3. Retiree membership may be held by any formerly active member who has duly retired from employment in a public jurisdiction of the State of Florida. Retiree members shall be exempt from payment of the annually assessed membership dues.

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Section 4. Associate membership may be held by any other person not eligible for active, retiree or student membership, who is interested in the principles and practices of government finance and who subscribes to the purposes of the Florida Government Finance Officers Association.

ARTICLE V – MEETINGS

Section 1. There shall be at least four (4) meetings of the chapter each year. The date, time and location of each meeting shall be set by a majority vote of the membership in attendance at the previously held chapter meeting.

Section 2. One meeting each year shall be considered the annual meeting for the purposes of electing Officers and Directors and for ratifying any proposed amendments to the chapter Bylaws. This meeting should take place no less than thirty (30) days prior to the scheduled date of the FGFOA Annual Conference.

Section 3. Prior to any scheduled chapter meeting, the Secretary / Treasurer shall provide written notification to all members of the chapter of the previously approved date, time and location of the upcoming meeting. Included with the meeting notification shall be all pertinent information and documentation required for conducting chapter related business.

Section 4. For the purpose of transacting chapter business during meetings, a quorum shall be considered present when six (6) members in good standing or ten percent (10%) of the membership entitled to vote are in attendance, whichever is greater.

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 the Bylaws of the Treasure Coast Chapter. Each active member shall have one vote in determining all matters to be decided by the membership.

Section 2. Associate, retiree and student members, as defined by the Constitution and Bylaws of the Florida Government Finance Officers Association and the Bylaws of the Treasure Coast Chapter shall not be eligible to hold office as a member of the Board of Directors. However, associate, retiree and student members may be nominated by the Board of Directors to serve as committee members only.

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ARTICLE VII – BOARD OF DIRECTORS – DEFINITIONS & TERMS IN OFFICE

Section 1. The Officers of the chapter shall be the President, President-Elect and Secretary / Treasurer.

Section 2. The Secretary / Treasurer shall be the primary officer position elected by the chapter membership at the annual meeting upon expiration of the preceding Secretary / Treasurer's term. The term in office for the Secretary / Treasurer, President, and President-Elect shall be two (2) years.

Section 2. Additional members, known as Directors, shall also be elected by the chapter membership at the annual meeting. There shall be three (3) Directors, one each from Martin, Saint Lucie and Indian River Counties in representation of the geographic boundaries of the chapter. The Officers and Directors together shall constitute the six (6) member Board of Directors, which shall serve as the governing body of the chapter. No more than two members of the Board of Directors may serve from a single government. Members of the Board shall serve without compensation. To be eligible to serve as a member of the Board of Directors, whether by election or by appointment, all members of the Board must also be active members in good standing of the Florida Government Finance Officers Association.

Section 3. The term in office for a Director shall be four (4) years. Any Director holding office may be elected or appointed to serve more than one term. All Directors shall serve on a staggered basis so that at least one Director and/or the Secretary/Treasurer is elected by the membership at each annual meeting. Beginning with the annual meeting in 2015, the Martin County Director and the Secretary / Treasurer shall be elected to their new 4-year and 2-year terms, respectively. At the annual meeting in 2016, the Saint Lucie County Director shall be elected to a new 4-year term. At the annual meeting in 2018, the Indian River County Director shall be elected to a new 4-year term.

Section 4. Officers and Directors elected at the annual meeting of the chapter shall be considered "installed" and may assume their respective offices at that time.

Section 5. In the event a position on the Board of Directors becomes vacant before the term expires, the remaining members of the Board shall have the right and power to appoint a member of the chapter to the vacant position and empower the individual to fulfill the duties of the position for the remainder of the unexpired term.

Section 6. The election of Officers and Directors for the chapter shall take place at the annual meeting for which the regular term of any member of the Board of Directors has expired.

Section 7. For the purpose of transacting chapter business during their meetings, at least fifty (50%) of the members of the Board of Directors must be present to constitute a quorum. All issues brought

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before the Board will be decided by a simple majority vote of the Board members present. At no time may votes be cast by proxy at any meeting of the Board of Directors of the chapter.

ARTICLE VIII – BOARD OF DIRECTORS – GENERAL DUTIES & RESPONSIBILITIES

Section 1. President: The President shall be the chief elected officer and shall be responsible for the overall operations and fiscal affairs of the chapter. The President shall preside at all meetings of the chapter. For the purposes of conducting official chapter business, adherence to Robert’s Rules of Order shall be followed, to the extent feasible.

Section 2. President: The President may call meetings of the Board of Directors whenever it is deemed necessary, but no less than once per year to review the chapter’s finances, to review the chapter Bylaws and to affirm or update the chapter’s written Policies and Procedures. The President may establish committees and appoint any eligible chapter member to chairperson of the committee. The President shall maintain regular communication with any established committee chairperson and/or committee members to determine if the committee’s expected goals and objectives are being accomplished.

Section 3. President: The President shall enforce the Bylaws of the chapter and the Constitution, the Bylaws and the Policies and Procedures established by the Florida Government Finance Officers Association. The President shall take the appropriate steps necessary to ensure the chapter Bylaws, Policies and Procedures remain in compliance with those of the Association.

Section 4. President: The President shall keep the FGFOA Board of Directors fully informed of the affairs of the chapter and its activities.

Section 5. President-Elect: In the absence or inability of the President to act, the President-Elect shall exercise all powers and perform all duties of the President.

Section 6. Secretary/Treasurer: The Secretary/Treasurer shall keep all correspondence of the chapter and minutes of all meetings of the chapter and of the Board of Directors. The Secretary/Treasurer shall maintain continuing professional education (CPE) attendance records and be responsible for CPE reporting to members.

Section 7. Secretary/Treasurer: The Secretary/Treasurer shall receive and deposit funds and pay out same in the normal course of the chapter’s business operations and as authorized by the Board of Directors, if required. The Secretary/Treasurer shall be responsible for preparing all necessary financial reports as may be required by the Florida Government Finance Officers Association to maintain local chapter status. The Secretary / Treasurer each year shall present to the Board of Directors the annual

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financial report for the chapter for their approval, then submit to the Association no later than forty-five (45) days after the end of the fiscal year.

Section 8. Director: Each Director shall assist in the decision making of the Board and, at the President's request, may serve as a committee chairperson or committee member on one or more of the chapter's other standing committees.

ARTICLE IX – FISCAL MATTERS

Section 1. The fiscal year of the chapter shall begin on July 1 and end on June 30.

Section 2. The incoming Board of Directors shall adopt a proposed budget, as required, to cover the planned chapter operations for the upcoming fiscal year.

Section 3. Changes to the annual membership dues and meeting fees for the chapter shall be proposed by the President at any regularly scheduled chapter meeting either by authorization of the Board of Directors or by motion of two or more active members. Any change in the established membership or meeting fees shall only be made upon a majority consensus vote of the active members in attendance.

Section 4. The Board of Directors shall establish a fee to cover the cost of any program sponsored by the organization, along with any other corresponding charges.

Section 5. The financial resources of the chapter shall be maintained in a demand or money market checking account of a Qualified Public Depository (QPD) as defined by State Statute. The President, President-Elect and the Secretary/Treasurer shall be listed as signatories on the account. The names of the account signors shall be promptly updated with the QPD each time there is a change in the chapter's Officers. The closing of the chapter's bank account(s) and the opening of one or more new accounts may be done at any time upon majority consensus of the Board of Directors. 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, shall appoint such committees as necessary for the efficient operation of the chapter. The following committees are recommended:

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Section 2. An Audit Committee consisting of at least one member who is not an Officer or Director shall be appointed by the President no less frequently than every two (2) years upon completion of the regular term of the outgoing Secretary / Treasurer.

Section 3. A Nominating Committee consisting of the President and the President-Elect and one other active member who is not a Director, upon appointment by the President, if necessary, shall automatically convene at the regularly scheduled chapter meeting prior to the annual meeting. The President may serve as the chairman of this committee.

Section 4. The Program and Continuing Professional Education Committee shall be responsible for obtaining speakers and preparing the programs for upcoming chapter meetings and special events.

Section 5. A Membership Committee, if appointed, shall be responsible for promoting interest in the chapter, conducting membership drives, and recommending applicants for membership in the chapter.

ARTICLE XI – AMENDMENTS TO THESE BYLAWS

Amendments to the chapter Bylaws shall be presented to the FGFOA Board of Directors for approval prior to the chapter voting on such amendments. If the proposed amendments are approved by the FGFOA Board of Directors, said amendments may be ratified by an affirmative vote of a majority of the general membership in attendance at the annual meeting, assuming a quorum has been attained.