

Association of Government Accountants Central Washington Chapter

BYLAWS

1. Name

The name of this organization shall be the Association of Government Accountants – Central Washington Chapter (hereinafter referred to as “the Chapter”). This Chapter is part of the Association of Government Accountants (hereinafter referred to as “the Association”).

2. Objectives

The objectives of this Chapter, a non-profit organization, shall be consistent with those of the Association, which are as follows:

- 2.1 To unite professional financial managers in the government service for constructive endeavours;
- 2.2 To encourage and provide a means for free interchange of ideas among financial managers in the government service;
- 2.3 To foster improvement in financial management in the government through:
 - 2.3.1 Contributing to the advancement of financial management principles and standards;
 - 2.3.2 Promoting appropriate utilization of financial management methods and techniques to improve management control and accountability to the public;
 - 2.3.3 Furthering the observance of professional standards and criteria in the accomplishment of financial management activities.
- 2.4 To contribute to the improvement of education in the field of government financial management;
- 2.5 To enhance the professional image of financial managers and management in government service; and
- 2.6 To encourage expansion and improvement of service to the public.

All activities of this association shall be within the meaning of section 501 (c) (3) of the Internal Revenue Code.

3. Members

3.1 CLASSIFICATION

The members of the Chapter shall consist of Full Members, Early Career Members, Special Early Career Members, Retired Members, Lifetime Members, and Honorary Members.

3.1.1 FULL MEMBERS

This class of membership requires six or more years of government experience acceptable to the Association's Membership Committee, involving the professional performance of financial management activities in an operational, administrative, and/or supervisory capacity. This class is also available to individuals with similar experience outside the government who are engaged in educational or private sector activities having the same objective as the Association, or who have made a contribution toward the improvement of government financial management.

3.1.2 EARLY CAREER MEMBERS

This class of membership is available to individuals whose experience does not meet the quantitative (i.e., 6 or more years) and/or qualitative requirements for full membership.

3.1.3 SPECIAL EARLY CAREER MEMBERS

This class of membership is available to individuals in their first year of employment and/or college/university students. This class of membership is not available to individuals who have been employed in the financial management field for one (1) year or more.

3.1.4 RETIRED MEMBERS

This class of membership is available to individuals who have retired from and are no longer substantially working in the government financial management community.

3.1.5 LIFETIME MEMBERS

This class of membership is to be designated at the discretion of the National Executive Committee to recognize a member's distinguished service to the Association over a sustained period of time.

3.1.6 HONORARY MEMBERS

This class of membership is to be designated at the discretion of the National Executive Committee to recognize distinguished service to the Association and/or exemplary contributions to governmental financial management. Only highly noteworthy nationally recognized individuals that can not meet the requirements for a full retired member will be considered.

3.2 DUES

The annual dues shall be \$5.00 local dues plus international dues, payable in advance on or before June 30 of each year. Membership shall be delinquent if dues are not paid by August 1 and forfeited if dues are not paid by October 1.

3.3 GOOD STANDING

A member in good standing shall be one whose current dues have been paid in accordance with the provisions of these bylaws and who is not under disciplinary action.

3.4 RESIGNATION

Resignation of any member in good standing shall be submitted by letter to the chapter President before July 1 of the year in which the resignation is to become effective.

3.5 REVOCATION OR SUSPENSION OF MEMBERSHIP

Membership may be revoked or suspended by the Association only. If the Chapter membership committee and the Chapter Executive Board determine that any member has acted detrimentally to the objectives of the Association or Chapter, as set forth in the bylaws, or violated the Code of Ethics of the Association, they shall furnish the Association's Membership Committee with the complete details of the situation.

3.6 REINSTATEMENT

A former member who forfeited membership for non-payment of dues and applies for membership shall be reinstated upon application and payment of current dues when approved by the Executive Board.

3.7 FISCAL YEAR

The fiscal year of the Chapter shall be from July 1 through June 30 of the following year.

4. Officers

4.1 OFFICERS AND DIRECTORS

The Chapter officers shall be a President, a Vice-President, a Secretary-Treasurer, a Sergeant at arms, Director of Education, Director of Publicity, Director of Budget & Finance, and Director of Bylaws.

4.2 QUALIFICATIONS

To be eligible for the office of President or Vice-President, a person shall be an active member in good standing, who is an employee of a government (Federal, State, Municipal, or Local) and shall have served on the Executive Board for at least one year.

4.3 TERM OF OFFICE

Elected officers shall assume their duties on July 1 following the meeting at which they are elected.

Officers shall serve for a term of one year (except the directors, whose term shall be 2 years, or until their successors are elected). No elected officer shall serve more than two consecutive terms in the same office. An officer serving more than six months in an office shall be said to have served a full term.

4.4 VACANCY IN OFFICE

A vacancy in any elective office other than that of President shall be filled by a majority vote of the Executive Board at a regular or special meeting of the Board. The Vice President becomes President upon the vacancy of the President.

4.5 DUTIES OF OFFICERS

These officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the Chapter.

4.5.1 The president shall:

- 4.5.1.1 Appoint a parliamentarian
- 4.5.1.2 Appoint a historian
- 4.5.1.3 Appoint all committees, except the Nominating Committee
- 4.5.1.4 Mail out CPE credits after each educational meeting
- 4.5.1.5 Fulfill such other duties as may be assigned by the Executive Board

4.5.2 The Vice-President shall:

- 4.5.2.1 Be a member of the Education Committee
- 4.5.2.2 Fill the unexpired term if a vacancy occurs in the office of President
- 4.5.2.3 Fulfill such other duties as may be assigned by the President of Executive Board

4.5.3 The Secretary-Treasurer shall:

- 4.5.3.1 Record the minutes of all meetings of the Chapter and the Executive Board
- 4.5.3.2 Furnish a copy of the minutes to the President within 10 days following the meeting
- 4.5.3.3 Send out the call to the annual meeting at least 20 days prior to the meeting

- 4.5.3.4 Be custodian of all funds
- 4.5.3.5 Make a financial report to the Executive Board and the Chapter at each meeting
- 4.5.3.6 Submit an audited annual report at the July Board meeting
- 4.5.3.7 Fulfill such other duties as may be assigned by the President or the Executive Board
- 4.5.3.8 Be a member of the Budget & Finance Committee

4.5.4 The Sergeant-at-Arms shall:

- 4.5.4.1 Examine the membership present at the business meeting and permit no unauthorized persons to be present during the meeting
- 4.5.4.2 Maintain order and shall perform any duty required by the President for the orderly conduct of such meetings
- 4.5.4.3 Fulfill such other duties as may be assigned by the President or the Executive Board

4.5.5 Directors shall serve as chairman of the standing committee to which they are elected. Standing committees are: Education, Budget & Finance, Publicity; and Bylaws. Committee members are appointed by the President.

5. Nominations and Elections

5.1 NOMINATIONS

- 5.1.1 A Nominating Committee of 3 members shall be elected at the annual meeting. Nominations for the committee shall be made from the floor and election shall be by ballot at the same time as the election of officers. A plurality vote shall elect and the member first nominated shall serve as the chairman of the committee.
- 5.1.2 The Nominating Committee shall select from the Chapter membership at least one candidate for the offices of President, Vice-President, Secretary-Treasurer, and not less than 2 candidates for Directors, not later than May 1 of each year. No name shall be placed in nomination without written consent of the nominee.
- 5.1.3 Five Chapter members may propose candidates' names for any officer or director position. Such proposals shall be filed with the Nominating Committee by April 1 of any year. Members may nominate candidates from the floor of the annual meeting.

5.2 ELECTION

Officers shall be elected at the annual meeting each year. When there is a contest for an elective office, vote shall be by ballot. If there is only one nominee for each office, election may be by voice. A majority vote shall elect.

6. Meetings

6.1 MEETINGS OF MEMBERS

An annual meeting shall be held in May of each year, unless otherwise ordered by the Executive Board, for the purpose of electing officers, receiving reports, and transacting such other business as may properly come before it. The date and location of the annual meeting shall be determined by the Executive Board.

Two or more educational meetings shall be held each year in addition to the annual meeting for the purpose of presenting education in the field of government financial management. The date and location of the educational meetings shall be determined by the Education Committee.

6.2 NOTICE OF MEETINGS

Notice of each meeting of the Chapter shall be mailed to each member of the Chapter at his/her last known address according to the records of the Chapter at least 20 days before the date of such meeting. Notice of the educational meetings shall be sent to other interested persons at the discretion of the Education Committee.

6.3 QUORUM

Ten (10) members shall constitute a quorum for the transaction of official business duly presented at the Annual Meeting of the Chapter. A majority of the Executive Board constitutes a quorum for Board meetings.

7. Executive Board

7.1 COMPOSITION

The Executive Board shall be the governing body of the Chapter and shall be comprised of the following:

7.1.1 The President

7.1.2 The Vice-President

7.1.3 The Immediate Past President

7.1.4 The Secretary-Treasurer

7.1.5 The Directors of Education, Publicity, Budget & Finance, and Bylaws

7.2 MEETINGS

Meetings of the Executive Board shall be held on the first Wednesday each month, unless other arrangements are made by the President. Special meetings of the Board may be called by the President or any 3 members of the Board with at least 3 days notice to all members of the Board. The quorum of the Board shall be a majority.

7.3 AUTHORITY

The Executive Board shall have full power and authority over the affairs of the Chapter between annual meetings.

8. Committees

8.1 STANDING COMMITTEES

The Standing Committees of the Chapter shall be: Education, Budget & Finance, Membership-Publicity, Bylaws and Procedures, and Nominating.

The President shall appoint members to all Standing Committees, except the Nominating Committee, with the approval of the Board.

8.2 DUTIES OF STANDING COMMITTEES

Duties of the Standing Committees shall be as follows:

8.2.1 Education – The Education Committee shall consist of the Director, Vice-President, who shall serve as chairman, and two (2) other members. This committee shall:

8.2.1.1 Coordinate the two (2) educational meetings each year,

8.2.1.2 Arrange for the speakers, meeting accommodations, etc...

8.2.1.3 Fulfill any other duties as may be assigned by the President or Executive Board.

8.2.2 Budget & Finance – The Budget & Finance Committee shall consist of the Director, who shall serve as chairman, the Secretary-Treasurer, and one (1) other member. This committee shall:

8.2.2.1 Prepare a budget to be presented to the Chapter at the annual meeting

8.2.2.2 See that the Treasurer's books are audited each year prior to June 30. At no time shall the Treasurer perform the audit, although it may be done by the other two (2) members, and

8.2.2.3 Fulfill any other duties as may be assigned by the President or the Executive Board.

8.2.3 Membership-Publicity – the Membership-Publicity Committee shall consist of one (1) director and members selected by the President. This committee shall:

8.2.3.1 Keep the membership and attendance records after receiving such lists from the Treasurer and Education Committee

8.2.3.2 Conduct a membership drive in July of each year

8.2.3.3 Send announcements of meetings to all members and other interested parties

8.2.3.4 Send out the call to the annual meeting at least 20 days prior to the date set for the meeting

8.2.3.5 Develop a flyer to advertise the purpose of the Chapter

8.2.3.6 Fulfill any other duties as may be assigned by the President or the Executive Board.

8.2.4 Bylaws and Procedures – The Bylaws and Procedures Committee shall consist of the Director, who shall serve as chairman, and two (2) other members appointed by the President. This committee shall:

- 8.2.4.1 Receive proposed amendments to the bylaws by March 1 each year,
- 8.2.4.2 Arrange the amendments in logical order
- 8.2.4.3 Provide a copy of proposed amendments to the Publicity Committee in time to be included in the call to the annual meeting
- 8.2.4.4 Draft and maintain a policies and procedures manual
- 8.2.4.5 Fulfill any other duties as may be assigned by the President or the Executive Board.

Other committees, standing or special, shall be appointed by the President, as the Executive Board shall deem necessary. The President shall be ex-officio a member of all committees, except the Nominating Committee.

9. Dissolution

In case of dissolution of the Chapter and liquidation of its affairs, any money or other assets remaining after the payment of all obligations shall be forwarded to the National Association of Government Accountants and none of the funds shall be distributed to individual members.

10. Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order shall govern this chapter in all cases in which they are not in conflict with the bylaws and rules of this Chapter.

11. Amendment

These bylaws may be amended by a 2/3 vote at the annual meeting, provided the proposed amendments have been submitted to the Bylaws Committee (See section 8) and printed in the call to the annual meeting.