



Albuquerque Chapter

ASSOCIATION OF GOVERNMENT ACCOUNTANTS

ALBUQUERQUE CHAPTER BYLAWS

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Association of Government Accountants Albuquerque Chapter

BYLAWS

ARTICLE I

NAME

The name of this organization is “The Association of Government Accountants, Albuquerque Chapter,” hereinafter referred to as “Chapter.” This Chapter is part of the National Association of Government Accountants (AGA), hereinafter referred to as “Association.”

ARTICLE II

CHAPTER PURPOSE AND OBJECTIVES

Section 1. Purpose

The Chapter serves professionals in the government financial management community by providing quality education, fostering professional development and certification, and supporting standards and research to advance government accountability.

The purpose of the Chapter is to be a professional organization dedicated to the advancement of governmental financial management. The Chapter shall serve its members by providing or sponsoring appropriate educational programs, encouraging professional development, influencing governmental financial management policies and practices and serving as an advocate for the profession. The Chapter shall serve government officials and the public by sponsoring efforts to insure full and fair accountability for all public monies and by providing a variety of pro bono services throughout New Mexico.

Section 2. Objectives

The objective of the Chapter shall be consistent with those of the Association. Those are as follows:

- a. Primarily to instruct, train and inform government financial professionals in the fields of accounting, auditing, budgeting, systems and financial management. This continuing education process will provide for the professional development of the government financial professionals so that they may better serve the public.

- b. To encourage and provide educational events for the interchange of ideas among financial professionals in the government services and among government and non-government financial professionals.
- c. To contribute to the advancement of financial management principles and standards and through educational events promote appropriate utilization of financial management methods and techniques to improve management control and accountability to the public.
- d. To bring together professional financial professionals in the government and the community for educational and other constructive endeavors.
- e. To promote the observance of professional standards and ethics in the accomplishment of government financial management activities.
- f. To recognize the unique skills and knowledge required of professionals who specialize in government financial management by sponsoring a professional certification program.

ARTICLE III

CODE OF ETHICS

Section 1. Purpose

In order to foster the highest professional standards and behavior, and exemplary service to all levels of government, the AGA Code of Ethics has been developed as guidance for the members of the Association, certified government financial professionals (CGFMs), and for the information of their employers. AGA members and/or CGFMs are expected to abide by the Association's Code of Ethics and the Chapter has adopted the AGA Code of Ethics.

ARTICLE IV

MEMBERSHIP

Section 1. Members

As established in the Bylaws of the Association, the members of the Chapter shall consist of full members, private sector members, early career members, student members, retired members, lifetime members, honorary members and corporate members.

Section 2. Full Government Members

This class of membership requires three or more years of government experience acceptable to the Membership Committee, involving 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 of government who are engaged in educational or private sector activities having the same objectives as the Association, or who have made a contribution toward the improvement of government financial management.

Section 3. Private Sectors Members

This class membership is available to individuals working for commercial activities/ventures (e.g., see Section 9 below) that are actively engaged in and support AGA's purpose and objectives.

Section 4. Early Career Members

This class of membership is available to individuals whose experience does not meet the quantitative (i.e., 3 or more years) and/or qualitative requirements for full membership.

Section 5. Student Members

This class of membership is available 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.

Section 6. Retired Members

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

Section 7. Lifetime Members

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

Section 8. Honorary Members

This class of membership is to be designated at the discretion of the National Association of Government Accountant's National Executive Committee to recognize distinguished service to the National Association of Government Accountants and/or exemplary contributions to governmental financial management. Only highly noteworthy nationally

recognized individuals who cannot meet the requirements for a full government, private sector or retired member will be considered.

Section 9. Corporate Members

This class of membership is available to commercial activities/ventures (e.g., company, corporation, partnership, sole proprietor) that are actively engaged in and support Association of Government Accountant's purpose and objectives.

Section 10. Group Members

- a. This class of membership is available to government entities whose employees meet the requirements for full government memberships under Section 2 above.

Section 11. Duties of Members

It is the duty and responsibility of members to:

- a. Endorse the purpose and objectives of the Chapter and of the Association;
- b. Uphold and be guided in their professional conduct by the Chapter's and the Association's Code of Ethics; and
- c. Cooperate with the Professional Ethics Board in any in any alleged violations of the Code of Ethics.

Section 12. Resignation of Members

Members may resign at any time, except that a member shall not be permitted to resign while under investigation for violation of the Chapter's or Association's Code of Ethics.

Section 13. Removal of Members

- a. Disciplining of members is performed by the Chapter and/or Association under the terms of these Bylaws and as provided in the Chapter's or Association's Code of Ethics.
- b. A member who has been appropriately invoiced and who fails to pay his or her membership for a period of two months after the due date shall be suspended automatically as a member of the Chapter and Association. Suspended members who continue to fail to pay their membership dues shall be removed automatically from the rolls of the Association, and in turn by the Chapter, four (4) months after the suspension date.

- c. Membership in the Chapter and Association may be suspended by the Association's National Executive Committee as provided in the Association's Policies and Procedures.
- d. The Chapter Executive Committee (CEC) can sanction members for violations of the Chapter's Bylaws and Policies and Procedures. The CEC may refer the findings of the determination to the Association for appropriate action.

Section 14. Reinstatement

The Association's National Executive Committee may prescribe the conditions, policies, and procedures under which members may be reinstatement.

ARTICLE V

MEETING OF MEMBERS

Section 1. Calls to Meetings

Meetings of members to advance the purpose and objectives of the Chapter may be called on such dates, times, and places as designated by the Chapter President. Special membership meetings may be called by the Chapter President.

Section 2. Notice of Meetings

Notice of each meeting of the Chapter shall be given to each member of the Chapter at least five (5) days before the date of such meeting.

Section 3. Meeting Procedure

In transacting official business at a Members' meeting, the President or highest ranking Chapter Officer present shall preside over the order of business and all chapter actions on matters recognized. In lieu of a meeting, the Chapter President may call for a poll vote (via mail, email or phone) on matters requiring the CEC vote. For poll votes, passing of motions will have the same requirements as a live meeting and will be documented as such.

Section 4. Quorum

Twenty percent (20%) of the Chapter members or twelve (12) members (whichever is less) shall constitute a quorum for the transaction of official business presented at any meeting of Chapter membership.

Section 5. Voting Rights

All members shall have the right to vote on Association and Chapter matters.

Section 6. Voting Actions

Matters requiring a vote by the Chapter shall be approved by a plurality (i.e. the most votes) of the members present at a meeting at which a quorum is present. Exceptions to the plurality rule are: bylaws changes and Chapter dues increases (See Article IX, Section 3.a and Article XII, Section 1 and Section 3).

ARTICLE VI

CHAPTER ORGANIZATION

Section 1. Governance

The Chapter shall be organized and registered as a chapter through the Association of Government Accountants. As a participating Chapter, the Chapter shall follow the Association of Government Accountants' bylaws, rules and regulations.

Section 2. Chapter Executive Committee and Chairs

- a. The Chapter Executive Committee (CEC) shall be the governing body of the Chapter and shall be comprised of the following:
 - President
 - President Elect
 - Immediate Past President
 - Vice President
 - Treasurer
 - Secretary
 - Chairs
- b. Meetings of the CEC shall be held preferably monthly at the call of the President or any two (2) members of the CEC. A quorum shall be four (4) CEC members.
- c. The President shall preside at all meetings. In his/her absence, the officer to preside shall be determined in the following succession: President Elect, Immediate Past President and Vice President.
- d. CEC voting action matters requiring a vote by the CEC shall be approved by a majority of those present and voting. The Chapter President may call for a poll vote (via mail, email or phone) on matters requiring the CEC vote. For poll votes, a majority of the CEC members is required to approve a matter presented. For matters in which there is not a majority vote, the President's vote shall count as two (2) votes.

- e. Unless precluded by other sections of the Bylaws and without limitations regarding other matters, the CEC shall have these duties and responsibilities:
 - (1) Promulgate the policies and programs of the Association and of the Chapter.
 - (2) Adopt an annual budget and approve revisions in excess of ten percent (10%) thereof.
 - (3) Establish a Chapter dues schedule for all classes of members.
 - (4) Develop and publish a Policy and Procedures Manual, and approve all changes to it.
 - (5) Review all action and programs of the Chapter's committees. The CEC may request these groups or their chairpersons to appear before it if necessary.
 - (6) Attend at least one half of the monthly luncheons promoted by The Chapter

Section 3. Officers

- a. The Chapter officers shall be President, President Elect, Vice President, Secretary, and Treasurer.
- b. The President shall be the prior year's President-Elect and shall serve for a one-year term in addition to any period in which he/she filled a vacancy in the office of President.
- c. The officers must be full members in the Chapter, and shall be determined by an annual election process as described in Article 7.
- d. The President Elect shall be a Certified Government Financial Manager (CGFM). By default of the aforementioned condition, The President shall be a CGFM.

Section 4. Terms of Office

- a. The President, President Elect and Vice President may serve for a term of one (1) year. The Secretary and Treasurer may serve for a term of two (2) years, providing they win the majority vote each year of the term.
- b. Officers and members of the committees shall be appointed for one (1) year. Appointments may be renewed at the option of the Chapter Executive Committee and the agreement of the members.

Section 5. Chapter Committee Chairs

- a. The Executive Committee, as described in Section 2 above.
- b. Chapter shall include the following permanent committee chairs:

- Education Chair
 - Certification Chair (CGFM)
 - Communication Chair (Newsletter/webmaster)
 - Membership Chair
 - Community Services Chair
 - Performance Measure Chair
 - Early Career Chair
- c. The President shall appoint the Chairperson of a Committee.
- d. For projects outside the scope of the permanent committees, the CEC may establish task forces to assist in carrying out the programs and operations of the Chapter. Their existence shall be recognized by the CEC for the duration of the project as defined by the CEC.

Section 6. Duties of Chapter Chairs

- a. The duties of the Chapter Chairs are as follows:
- b. Each Chapter Chair plans and carries out arrangements for all Chapter activities as scheduled by the CEC.
- c. Chairs may be split between individuals. However, only two of the individuals serving as chair may attend the monthly CEC meeting at any one time.
- d. The responsibilities of Chapter Officers, CEC and/or Chairs are set forth in the AGA's Leadership Handbook for National, Regional, and Chapter Leaders. These individuals are expected to perform those duties. The Chapter Executive Committee may remove a Chapter Officer, CEC Member and/or Committee Chair by a majority vote, if the applicable individual is not meeting the stated responsibilities.

ARTICLE VII

NOMINATION, ELECTION, AND FILLING OF VACANCIES

Section 1. Nominations

- a. The CEC Committee shall select from the names it receives from the membership at least one candidate for the office of President Elect, Vice President, Secretary, and Treasurer not later than May 15th each year. All nominees must indicate their willingness to serve if elected by submitting a letter of interest to the President of the CEC by the specified date.

- b. Any Chapter member may submit an independent nomination for open CEC positions. Such nominations must reflect the willingness of the individual to serve and be filed with the CEC. This nomination must be sent in to the President as a letter of interest. Letter is to include :
Members AGA history, position interested in, members plans and goals for that position, how much time you plan to devote to the position.
- c. To be eligible for office in the Chapter, a member must be a full member in good standing and must be a CGFM for the President Elect position.
- d. The CEC shall ensure that the professional background of the President-Elect, Vice-President, Treasurer, Secretary, and Chairs commensurate with the duties of these positions. Only members that are either CGFMs or are not eligible for the CGFM certification due to the education requirement, can seek to be President-Elect. Officer positions are eligible for reimbursement of cost for one sitting of the CGFM exam.

Section 2. Balloting

- a. Only the President-Elect, Vice-President, Treasurer, and Secretary are elected positions. (The President-Elect becomes the President, and the President becomes the Immediate Past President in subsequent years).
- b. Balloting will be needed if there are two or more individuals desiring the same position. Ballots will be distributed either electronically and/or in paper. The results will be tabulated by the CEC. The new office(s) assume their positions on June 1. Where there is no contest for an elective office, the President shall certify the election without ballot.

Section 3. Results

Results of elections shall be tabulated as designated by the Chapter's Bylaws and CEC, which shall certify the results to the Chapter President no later than May 15th. Where there is no contest for an elective office, the President shall certify the election without ballot.

Section 4. Campaigning

Campaigning by candidates for elective office is not permitted.

Section 5. Filling Vacancies

In the event of a vacancy occurring in the offices of the President, the President Elect will succeed. In the event of a vacancy in the office of the President Elect, the office will remain vacant until the CEC shall convene and select an individual for the position. In

the case of a vacancy in any other officer position, the President shall make an appointment to fill the vacancy and the appointment shall be ratified by the CEC.

ARTICLE VIII

FISCAL, MEMBERSHIP, AND PROGRAM YEARS

Section 1. Fiscal Year

The fiscal year of the Chapter will begin on May 1 and close on April 30 of the following year.

Section 2. Program Year

The program year of the Chapter shall end at the close of business on the 30th day of June of each year.

Section 3. Membership and Recognition Year

The membership and recognition year of the Chapter shall end at the close of business on the 31st day of May of each year.

ARTICLE IX

FINANCIAL RESPONSIBILITIES

Section 1. Authority

The CEC shall have the authority to prescribe such procedures as it deems appropriate to assure budgetary and financial controls for the Chapter. The Chapter President or their designee shall have the authority to sign all agreements on behalf of the Chapter.

Section 2. Budget

Approval of the budget by the CEC shall constitute authority for responsible officials of the Chapter to obligate funds provided in the budget. However, no commitment shall be made that will cause the pertinent category of expense in the budget to be exceeded by more than ten percent (10%), unless the expense has the advance approval by the CEC.

Section 3. Dues

- a. Matters requiring a vote by the Chapter shall be approved by a plurality (i.e. the most votes) of the members present at a meeting at which a quorum is present. Exceptions to the plurality rule are: Chapter dues increases and bylaws changes.

- b. Any member who is delinquent in the payment of dues for over two months from the billing date shall be suspended automatically. Suspended members who continue to fail to pay their membership dues shall be removed automatically from the rolls of the Association and Chapter four months after the suspension date and cease to be a member of the Association and of the Chapter.

Section 4. Waiver of Dues – Military Dues

Any civilian member who is required to serve an initial tour of duty with the United States Armed Forces or who, as a reservist, is called upon to perform extended active duty shall be granted a leave of absence from the Chapter while performing such military duty. Upon request, the member's dues shall be suspended for each fiscal year in which the tour occurs without any loss of rights and privileges to which the member was entitled prior to entering the military services.

Section 5. Examination of Financial Records

The Treasurer shall prepare financial statements and submit them to the CEC at the close of the fiscal year of the Chapter.

ARTICLE X

DISSOLUTION

Section 1. Dissolution

In the event of liquidation, dissolution or winding up of the business and affairs of the Chapter, whether voluntary or involuntary or by operation of law, the CEC shall, after paying or making provisions for payment of all liabilities of the Chapter, dispose of all assets exclusively for the purpose of the Chapter or to such organization as shall at the time qualify as exempt under Section 501 (c)(3) of the Internal Revenue Code of 1954 (or corresponding provision of any future Internal Revenue Law), in such manner as the CEC shall determine. Any money or other assets not so distributed shall be disposed of by the United States District Court for Albuquerque, New Mexico exclusively for such purposes or to such corporations or organizations as said court shall determine are organized and operated solely for public purpose.

ARTICLE XI

PARLIAMENTARY AUTHORITY

Robert's Rules of Order, Newly Revised, shall govern the proceedings of the Chapter unless otherwise provided by statute, the Articles of Incorporation of the Chapter, or these Bylaws.

ARTICLE XII:

AMENDMENTS TO BYLAWS AND POLICY AND PROCEDURES MANUALS

Section 1. General

The power to make, alter, amend or repeal the bylaws shall be vested in the Chapter membership. The power to make, alter, amend or repeal the Policies and Procedures is vested in the Chapter Executive Committee, provided that any such action of the Chapter Executive Committee can be overturned by a two-thirds (2/3) vote of the Chapter membership.

Section 2. Origination of Amendments

Proposed changes to these Bylaws and the Policy and Procedures Manual of the Chapter shall be submitted in writing, to the CEC.

Section 3. Processing Procedures

Proposals shall be submitted in writing to the Chapter President. The Chapter bylaws cannot contradict nor contain any ambiguity in relation to the AGA National Bylaws. After review and coordination with the initiator, proposed changes along with any supporting details and/or analysis shall be submitted to the CEC who shall submit bylaws changes to the CEC for a vote. An affirmative vote by two-thirds (2/3) of those Chapter members present and voting is required for approval. After ratification, the modification to the Chapter bylaws shall be provided to the AGA National Office.

ARTICLE XIII

LIABILITY OF OFFICERS AND INDEMNIFICATION

Section 1. Limitation on Liability

- a. Notwithstanding any provision to the contrary, the real and personal property of the chapter officers shall not be available to satisfy any of the Chapter's corporate debts to any extent whatsoever.
- b. Chapter officers as defined herein shall include those elected and appointed officers of the Chapter, Chairs, members of the CEC and those elected and appointed members of the Chapter's duly constituted boards, committees and task forces.

Section 2. Indemnification

- a. General indemnification: The Chapter may indemnify any current or former officer, or any person who may have served at the Chapter's request as a officer or chair of another Corporation, against expenses actually and necessarily incurred by him or her in connection with the defense of any action, suit, or proceeding in which he or she is made a party by reason of being or having been such officer or chair, except in relation to matters as to which he or she shall be adjudged in such action, suit, or proceeding to be liable for negligence or misconduct in the performance of a duty.
- b. Expenses, including attorneys' fees, incurred in defending a civil or criminal action, suit or proceeding may be paid by the Chapter in advance of the final disposition of the action, suit or proceeding as authorized by the CEC in the specific case, upon receipt of an undertaking by or on behalf of the CEC member to repay such amount unless it shall be determined that he or she is entitled to be indemnified by the Chapter as authorized herein.
- c. The indemnification hereunder shall not be deemed exclusive of any other rights to which those seeking indemnification may be entitled under any applicable statute as amended from time to time, any bylaw, agreement, vote of the CEC members of the Chapter or disinterested officers or otherwise, both as to action in their official capacity and as to action in another capacity while holding such office. Such indemnification shall continue as to a person who has ceased to be a CEC member and shall insure to the benefit of the heirs, executors and administrators of such person.
- d. The Chapter may purchase and maintain insurance on behalf of any person who is or was a CEC of the Chapter, against any liability asserted against his or her and insured by his or her status as such, whether or not the Chapter would have the power to indemnify him or her against such liability under the provision herein.