



ASSOCIATION OF GOVERNMENT ACCOUNTANTS

CLEVELAND CHAPTER BYLAWS

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on 05/26/2020**

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The National Association of Government Accountants was founded on September 14, 1950. The Cleveland Chapter of the Association of Government Accountants was founded on March 24, 1954.

BYLAWS

Article I

NAME

The name of this organization is the Association of Government Accountants - Cleveland Chapter (hereinafter referred to as the “Chapter”).

Article II

AUTHORITY, MISSION, AND OBJECTIVES

SECTION 1. AUTHORITY

This Chapter derives its name and authority from and is chartered by the Association of Government Accountants, and is subject to the official "National Bylaws" and “Policies and Procedures” of the Association of Government Accountants (hereinafter referred to as the “Association” or “AGA”).

SECTION 2. VISION, MISSION, VALUES

VISION: To represent the premier association for advancing government accountability.

MISSION: AGA is a professional association advancing accountability, transparency, and leadership by promoting education, certification, innovation and collaboration across all levels of government and to stakeholders.

VALUES: Service, Accountability, Integrity, Leadership

SECTION 3. GOALS AND OBJECTIVES

The Association’s goals and objectives are detailed in its strategic plan which is published via the AGA website (agacgfm.org).

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Article III

CODE OF ETHICS

In order to foster the highest professional standards and behavior, and exemplary service to all levels of government, Chapter members are expected to abide by the Association's Code of Ethics which has been developed by the national organization and is published via the AGA website to the membership and Certified Government Financial Managers (CGFMs).

Article IV

MEMBERSHIP

SECTION 1. MEMBERS

As defined in the Association's National Bylaws, the members of the Chapter shall consist of Government Members, Private Sector Members, Young Professional Members, Student Members, Retired Members, Lifetime Members, Honorary Members, Corporate Members, and Group Members. Each member is a voting member of the Chapter. Refer to the Appendix Section 1 for a description of the Members.

SECTION 2. DUTIES OF MEMBERS

It is the duty and responsibility of members to:

- (a) Endorse the vision, mission, values, goals, and objectives of the Chapter and the Association.
- (b) Uphold and be guided in their professional conduct by the Association's Code of Ethics.
- (c) Cooperate with the Association's Professional Ethics Board in any investigations of alleged violations of the Code of Ethics.
- (d) Maintain current membership in accordance with Association and Chapter requirements.
- (e) Vote on matters submitted to the Chapter membership for a vote.

SECTION 3. DISCIPLINE AND SUSPENSION OF MEMBERS

Discipline and suspension of members will be as set forth in the Association's National Bylaws.

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SECTION 4. COMMUNICATIONS

AGA communications to members may be disseminated in writing or electronically (e.g., website, email, or other type and form which the recipient is able to retrieve the communication).

SECTION 5. VOTING MEMBERS AND NON-VOTING MEMBERS

Voting members are those individuals who have the authority to vote on certain matters and have met their duties and responsibilities in Article IV, Section 2. Ex-officio members may serve on a Board or Committee in a non-voting capacity.

Article V

MEETINGS OF MEMBERS

SECTION 1. CALLS TO MEETING

General membership meetings to advance the objectives of the Chapter may be called on such dates and at such times and places as designated by the Chapter President. Special membership meetings may be called by members having at least twenty (20) percent of the votes entitled to be cast at such meeting.

SECTION 2. NOTICE OF MEETINGS

Notice of each general membership meeting of the Chapter must be communicated to each member of the Chapter not less than fourteen (14) days but not more than fifty (50) days prior to the meeting. Notice of a special membership meeting must be communicated to each member of the Chapter at least three (3) days before the date of the meeting.

SECTION 3. CONDUCTING MEETINGS

Annual and special membership meetings can be held at a geographic location or by means of the Internet or other electronic communications technology in a fashion pursuant to which the members have the opportunity to substantially read or hear the proceedings concurrently with their occurrence, vote on matters submitted to the members, pose questions, and make comments.

SECTION 4. QUORUM

Twenty (20) percent of the membership or 25 members, whichever is less, shall constitute a quorum for the transaction of official business presented at any Chapter meeting of the membership.

SECTION 5. VOTING ACTION

- (a) Except as otherwise provided in these Bylaws or by law, membership matters requiring a vote must be approved by a majority vote of the voting members present at any meeting at which there is a quorum. The exception to the majority rule which requires

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approval of 2/3 of the voting members present at a meeting for which a quorum is present is Changes to these Bylaws (see Article XV).

- (b) In lieu of a meeting, the Chapter President may call for a poll vote (via mail, email, or phone) on matters requiring a membership vote.

Article VI

CHAPTER OFFICERS AND DIRECTORS

SECTION 1. CHAPTER OFFICERS

The Officers of the Chapter shall be the Chapter President, the Chapter President-Elect, the Immediate Past President, the Secretary, the Treasurer, and Treasurer-Elect. Refer to the Appendix Section 2 for descriptions of the positions and duties.

- (a) 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.

The Treasurer shall be the prior year's Treasurer-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 Treasurer.

- (b) The President-elect, Treasurer-elect and Secretary shall be elected annually for a one-year term as provided in Article VIII.

SECTION 2. CHAPTER DIRECTORS

- (a) The Chapter Directors include the following positions

- Director of Communications (newsletter, website, etc.)
- Director of Outreach
- Director of Education
- Director of Membership
- Director of Professional Certification (CGFM)
- Director of Community Service

- (b) Chapter Directors shall be elected annually for one-year terms as provided in Article VIII.

SECTION 3. VOLUNTEER SERVICES

All Chapter Officers and Directors shall serve in these positions on a voluntary basis without compensation by the Chapter. This shall not, however, prevent the Chapter from reducing or waiving fees or charges for Officers and Directors participating in Chapter activities or offerings,

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or from compensating any Officer or Director for services to the Chapter independent of the functions of an Officer or Director, provided that any such adjustment in fees or charges, or any such arrangement for compensated services, shall be adequately disclosed to the Chapter membership prior to its occurrence.

SECTION 4. REMOVAL OF CHAPTER OFFICERS AND DIRECTORS

The responsibilities of Chapter Officers and Directors are set forth in the Appendix. Chapter Officers and Directors are expected to perform those duties.

A member of the Chapter Executive Committee may be removed with cause, by vote of two-thirds (2/3) of the voting CEC members. "Cause" under this Section 3 shall be defined to include not meeting the position's stated responsibilities, violations of AGA's Code of Ethics as determined by the Ethics Committee, and as provided by law and in the Association's Policies and Procedures.

Article VII

CHAPTER EXECUTIVE COMMITTEE

SECTION 1. CHAPTER EXECUTIVE COMMITTEE (CEC)

(a) The governing body of the Chapter shall be the CEC which may consist of the following members, each member having one vote. (Refer to the Appendix Section 3 for position descriptions and duties.)

- Chapter President (Chair of the CEC)
- Chapter President-Elect (Vice-Chair of the CEC)
- Immediate Past Chapter President
- Chapter Secretary
- Chapter Treasurer
- Chapter Treasurer-Elect(optional)
- Chapter Directors/Vice-Presidents/Chairs
- Chapter Nominating Committee Director/Chair

(b) If the Chapter President is absent from the CEC meeting, the officer to preside shall be determined in the following succession: Chapter President-Elect, Immediate Past Chapter President, Secretary, Treasurer, or Treasurer-Elect.

SECTION 2. CEC MEETINGS

Meetings of the CEC are strongly recommended to be held at least monthly on such date and at such time and manner as may be designated by the Chapter President.

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SECTION 3. CEC QUORUM AND VOTING ACTION

- (a) A quorum for a CEC meeting is at least one-third (1/3) of the voting members of the CEC.
- (b) Except as otherwise provided in these Bylaws, matters requiring a vote by the CEC shall be approved by a majority of voting members present for which a quorum is present, setting the annual Chapter dues rate (see Article XII).
- (c) In lieu of a meeting, the Chapter President may call for a poll vote (via mail, email or phone) on matters requiring a CEC vote. Any vote taken in this manner that is not unanimous must be resubmitted to the CEC as its next meeting for ratification.
- (d) Unless precluded by other sections of the Bylaws and without limitations regarding other matters, the CEC shall have responsibility for the following matters, based on voting as prescribed in this Article:
 - (1) Promulgate the policies and programs of the Association and Chapter.
 - (2) Adopt an Annual Budget and approve revisions thereof in excess of ten percent of budgeted expenditures.
 - (3) Establish a Chapter dues schedule for all classes of Chapter members.
 - (4) Develop a Policy and Procedures Manual for the Chapter and see that it is implemented. Also approve all changes in the manual.
 - (5) Review all actions and programs of the Chapter's Committees, Sub-committees, and Task Forces. The CEC may require a Committee, Sub-committee, or Task Force to appear before it at appropriate times.
 - (6) Appoint the Chapter's Representative to the National Council of Chapters.

Article VIII

NOMINATION AND ELECTION OF OFFICERS AND DIRECTORS

SECTION 1. NOMINATIONS

- (a) The Nominating Committee shall select from the names submitted to it by the chapter membership, including a member of the Nominating Committee, one candidate each for the offices of President-Elect, Treasurer-Elect, and Secretary, and not more than three candidates for Directors, not later than January 1st of each year. All nominees must indicate their willingness to serve, if elected.

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- (b) Members may submit an independent nomination for President-Elect, Treasurer-Elect, Secretary or Director. Such nominations, which will be included on the ballot, must reflect the willingness of the individual to serve and be filed with the Chapter President-Elect by February 15th of any year.
- (c) To be eligible for office as President-Elect, Treasurer-Elect, Secretary or Director in the Chapter, a member must be a member in good standing. The President may not succeed him/herself by election, unless such a person is filling the unexpired term of another duly elected officer.
- (d) The Chapter Nominating Committee shall ensure that the professional background of the President-Elect, Treasurer-Elect, Secretary, and Directors are commensurate with the duties of these positions.

SECTION 2. CAMPAIGNING

Campaigning by candidates for elective office is not permitted.

SECTION 3. BALLOTING

- (a) When there is a contest for an elective office, ballots will be communicated in such form as the Chapter's Bylaws and Procedures Committee may designate.
- (b) If an election for the Chapter President-Elect, Chapter Treasurer-Elect, Secretary, or a Director is required, the Chapter members shall cast the votes after February 15th and not later than April 30th.

SECTION 4. ELECTION RESULTS

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

SECTION 5. FILLING OF VACANCIES

- (a) In the event of a vacancy occurring in the office of Chapter President, the President-Elect will succeed.
- (b) In the event of a vacancy occurring in the office of Treasurer, the Treasurer-Elect will succeed to the office of Treasurer.
- (c) In the event of a vacancy occurring in the offices of President-Elect, and/or Treasurer-Elect, and such vacancy occurs prior to November 1, then the current Nominating Committee shall convene and select a nominee for the vacant position under procedures promulgated by the Chapter Executive Committee. Such procedures shall allow for an independent nomination and a special election, if necessary.

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- (d) In the event of a vacancy occurring in the office of Secretary or Director before the term is completed, a Chapter member will be appointed to serve the unexpired term. The current Nominating Committee will select a candidate from among the most current candidates for office, and names submitted to it by the chapter membership, and will make its recommendation to the Chapter President. The President shall appoint the individual to fill the vacant Secretary or Director Position, and the appointment shall be ratified by the CEC.

Article IX

COMMITTEES AND TASK FORCES

SECTION 1. FORMATION

There shall be at least three standing committees, Membership, Nomination, Bylaws, Programs, Accountability. In addition, the Chapter President, upon ratification by the CEC, may establish such Committees and Task Forces as may be needed to assist the CEC and the Chapter President in carrying out the programs and operations of the Chapter.

SECTION 2. MEMBERSHIP

- (a) The number of members comprising Committees and Task Forces shall be determined by the scope of responsibility and work assigned.
- (b) The Chapter President shall, in consultation with the Chapter President-Elect, appoint the Committee and Task Force Chairs. The chair may serve more than one year. The Chapter Executive Committee shall ratify chair assignments.
- (c) The Chapter President shall appoint the members of each Committee or Task Force in consultation with the Chapter President-Elect and the Committee and Task Force Chair, ensuring that the Committees and Task Forces, taken as a whole, are representative of the Chapter membership.
- (d) All members of Committees or Task Forces must be members in good standing of the Association and Chapter.
- (e) Nominating Committee: The Nominating Committee shall consist of:
- President-Elect;
 - Past Chapter Presidents appointed by the Chapter President, including the Immediate Past Chapter President;
 - Immediate Past Chapter Treasurer; and
 - Chapter members selected by the CEC.
- (f) The Nominating Committee Chair shall be the President-Elect.

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- (g) Chapter members seeking a Chapter Officer or Director position are ineligible to serve on the Nominating Committee.

SECTION 3. TERMS OF OFFICE

- (a) Members of Committees shall be appointed for a 1-year term. The terms shall be such that one-third (1/3) of the committee membership shall be appointed each year. Members may be re-appointed for an additional term(s).
- (b) Nominating Committee members will serve one-year terms, which may be renewed.
- (c) Members of Sub-committees and Task Forces shall be appointed for the duration of the Sub-committee or Task Force.

SECTION 4. RESPONSIBILITIES

- (a) The responsibilities of the Committees, Sub-Committees, and Task Forces shall be specified in these Bylaws and/or stated in the policies and procedures adopted by the Chapter Executive Committee.
- (b) The National Office, under the direction of the Chief Executive Officer, shall communicate an annual request for member interest seeking qualified members to serve on Boards and Committees.

Article X

FISCAL, MEMBERSHIP AND PROGRAM YEARS

SECTION 1. FISCAL YEAR

The fiscal year of the Chapter shall end at the close of business on the 31st day of March of each year. NOTE: The Association fiscal year ends on March 31st.

SECTION 2. MEMBERSHIP YEAR

The Association's membership year shall end at the close of business on the 31st day of March of each year.

SECTION 3. RECOGNITION YEAR

The Association's recognition year shall end at the close of business on the 31st day of May of each year.

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SECTION 4. PROGRAM YEAR

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

Article XI

FINANCIAL RESPONSIBILITIES

SECTION 1. AUTHORITY

The Chapter Executive Committee shall have authority to prescribe such procedures as it deems appropriate to assure adequate budgetary and financial controls for the Chapter.

SECTION 2. BUDGET

Approval of the budget by the Chapter Executive Committee shall constitute authority for the responsible officials of the Chapter to obligate funds as 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 10 percent (10%), unless this expense has the advance approval of the Chapter Executive Committee

Article XII

DUES

SECTION 1. DUES

The Chapter portion of the annual dues rates for the different categories of membership shall be set by a two-thirds (2/3) vote of the CEC. (See Article VII, Section 3).

SECTION 2. WAIVER OF DUES

- (a) **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 waived 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.

- (b) **Student Member Dues:** Any student who becomes a Chapter member shall have the Chapter dues waived for the periods in which the member is a registered student and member of AGA.

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Article XIII

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, all assets shall, after payment or making provisions for payment of all liabilities of the Chapter, be distributed exclusively to the Association of Governments, provided that the Association shall at the time qualify as exempt under Section 501(c)(3) of the Internal Revenue Code of 1986, or corresponding provisions of any future Internal Revenue Law. If at that time the Association is no longer exempt under Section 501(c)(3), then the CEC shall dispose of all assets exclusively for the purpose of the Chapter or to such Association or organization as shall at the time qualify as exempt under Section 501(c)(3), in such manner as the Chapter Executive Committee shall determine.

Article XIV

PARLIAMENTARY AUTHORITY

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

Article XV

AMENDMENTS

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 BYLAWS AND POLICIES AND PROCEDURES

AMENDMENTS

Proposed changes in these Bylaws and the policies and procedures of the Chapter shall be submitted in the following manner:

- (a) By proposal, in writing, to the President-Elect, or President if the President-Elect position is vacant, from any Chapter Committee or the AGA National Office.

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- (b) By proposal, in writing to the President-Elect signed by 60 percent of the membership or 40 members of the Chapter, whichever is less.

SECTION 3. PROCESSING PROCEDURES

Proposals shall be submitted to the Chapter's Bylaws and Procedures Committee. The Chapter bylaws cannot contradict nor contain any ambiguity in relation to the AGA National Bylaws. After review and coordination with the initiator, appropriate changes along with Committee analysis shall be submitted to the CEC who shall submit Bylaws changes to the Chapter membership for a vote. An affirmative vote by two-thirds of those Chapter members present and voting is required for approval. After ratification by the chapter membership, the amendments to the chapter bylaws should be provided to the AGA National Office. Modifications to the Policy and Procedures Manual shall become effective upon approval by a majority of the CEC.

Article XVI

LIABILITY OF OFFICERS AND INDEMNIFICATION

SECTION 1. LIMITATION ON LIABILITY

Notwithstanding any provision to the contrary, the real and personal property of the Chapter officers, Directors and Committee and Task Force members shall not be available to satisfy any of the Chapter's corporate debts to any extent whatever.

Chapter officers shall include those elected and appointed officers of the Chapter, members of the Chapter Executive Committee, and those elected and appointed members of the Chapter's duly constituted Committees and Task Forces.

SECTION 2. INDEMNIFICATION

- (a) The Chapter may indemnify any current or former director, current or former officer, or any Chapter member who may have served at AGA's request as a director or officer 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 director or officer, if such person acted in a manner required by the law of the Chapter's state of incorporation in order to be eligible for indemnification.
- (b) Expenses, including attorney's 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 Chapter Executive Committee in the specific case, upon receipt of written affirmation of his or her good faith belief that he or she has met the relevant standard of conduct for indemnification and a written commitment to repay any funds advanced if it is ultimately determined by a court of law or AGA's Ethics Committee that the individual has not met the relevant standard of conduct.

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- (b) The indemnification provided 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 members of the Chapter, or disinterested directors 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 chapter officer or director of the Chapter and shall inure to the benefit of the heirs, executors, and administrators of such person.

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Appendix

SECTION 1. MEMBER DESCRIPTIONS

- (a) **Government Members** - Individuals who work directly for government, academia and not-for-profit organizations. Individuals employed by a private entity as a contractor for a government agency, even if they report to a government-owned property, are considered Private Sector.
- (b) **Private Sector Members** - Sole proprietors and individuals working for private companies, corporations or partnerships.
- (c) **Young Professional Members** - Young professionals with fewer than three years of ANY experience.
- (d) **Student Members** - Full-time college students who are not employed.
- (e) **Retired Members** - Current AGA members who have permanently retired from government, academia, nonprofit or commercial enterprise or ventures.
- (f) **Lifetime Members** - Lifetime membership is bestowed upon those individuals who have been an AGA member for 40 consecutive years, to recognize their distinguished service to AGA. Memberships are awarded each January.
- (g) **Group Members** – Government groups of five or more people can get discounts on AGA's national training events.

SECTION 2. CHAPTER OFFICERS AND DIRECTORS' POSITIONS/DESCRIPTIONS

- a) Chapter President: The chapter President leads and directs the chapter through its various programs and events. The success of chapter operations during the year depends on the initiative and creativity demonstrated by the President. The President's managerial responsibility includes:
 - Attending annual NBD meetings.
 - Adhering to the national and chapter bylaws, as well as resolutions and rules regulating the administration of the chapter.
 - Keeping the National Chapter of Council (NCC) representative fully informed about chapter activities.
 - Calling meetings of the membership as prescribed in the chapter bylaws or as may be deemed necessary, and then presiding at these meetings.
 - Appointing committee chairs, as prescribed in the chapter bylaws.
 - Serving as an ex-officio member of all committees.
 - Monitoring the election of chapter officers.

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- Championing the AGA and chapter with employers, colleges and universities, the media, etc.
 - Ensuring that the chapter is registered with the State Board of Accountancy (where required) to offer CPEs.
- b) Chapter President-Elect: The chapter president-elect assists the chapter president to prepare for their year as chapter president. These includes the duties of:
- Participating in the annual LEAD! conference.
 - Assisting the chapter president and other officers and board members in carrying out their duties.
 - Accept assigned specific functions from the chapter president, such as the preparation of the CRP.
 - Chair the Nominating Committee to provide direction in selecting officers and directors for the next year. If the Chapter President's position becomes vacant, the President-Elect discharges the responsibilities of the office of the President until the expiration of the President's term or until the election of a Chapter President to complete the term.
- c) Immediate Past President: The Immediate Past President is an important member of the CEC who can:
- Provide guidance to the chapter president.
 - Offer continuity in chapter governance.
 - Serve as a special projects leader or chair of a designated task force.
 - Help identify future chapter leaders.
 - Help promote the chapter to employers.
 - Function as a liaison with other associations and organizations, academia, etc.
- d) Chapter Treasurer: The Chapter Treasurer is the custodian of chapter funds and is responsible for chapter financial records and reports, including the maintenance of adequate records of all transactions involving chapter funds. More detailed information is available in the Chapter Treasurers Handbook. Duties can include:
- Preparing the chapter's annual consolidated budget.
 - Promptly depositing all receipts of the chapter in a bank account maintained in the name of the chapter.
 - Making disbursements from the chapter account only on behalf of the chapter and supported by appropriate documentation.
 - Enforcing rulings that dual signatures should be considered for large disbursements. Such thresholds should be established by the CEC.
 - Establishing petty cash funds for special purposes when approved by a vote of the CEC.
 - Presenting all bills for chapter expenses to the CEC and the chapter finance committee.

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- Paying the bills with a check drawn upon the chapter's account, except for disbursements made from the chapter's petty cash fund.
 - Presenting, at least once a month, a financial report to the CEC.
 - Recording revenues for all chapter activities forwarded by the responsible committee and paying any expenses for these functions.
 - Preparing financial reports required by federal, state or local government jurisdictions in a timely manner, and submitting these reports to the chapter president (or appointed representative) prior to transmitting them to the agency involved.
 - Determining if the chapter is required to file an IRS Form 990 or Form 990EZ.
 - Making available to the CEC at any time the chapter's books and records, which are subject to audit or review at least annually.
- e) Chapter Secretary: The chapter secretary is a supporting role in the chapter, providing continuity between years and record keeping. In some chapters, this job is a dual role with the treasurer, webmaster or historian.
- Their primary duty is to maintain the minutes of the CEC meetings, obtain approval of the minutes by the CEC, and ensure the minutes are published in the chapter newsletter and/or on the chapter website.
 - The secretary can be both a recording and corresponding secretary for the chapter and, as such, can serve as a communications liaison between the chapter, the NCC and the national office.
 - As custodian of the official chapter files, they may also be the chapter historian.
 - The secretary can also (in consultation with the chapter president) issue notices of meetings; prepare the agenda of matters to be covered; keep a record of attendance; and prepare the minutes.
- f) Education Director: The education director, chair or vice president serves as the education committee chair and coordinates high quality educational events for chapter members and other government financial management professionals.
- Some chapters rely solely on the education director to carry out these responsibilities, while others may use a committee chaired by this person.
 - Other chapters use a committee chaired by this person, and they coordinate the outreach efforts for speakers and topics.
 - In general, the duties include all aspects of developing and executing chapter seminars, trainings, workshops and conferences.
- g) Membership Director: The membership director, chair or vice president is responsible for attracting new members to the chapter and retaining current members. This person is a key contributor to a successful chapter. Such duties are so important and vast that the chapter should consider a membership committee. Typical responsibilities may include:

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- Distributing membership applications.
 - Notifying delinquent and suspended members of their status and encouraging renewal.
 - Analyzing monthly membership reports and rosters for trends, errors, corrections, etc.
 - Publicizing chapter and national membership competition awards.
 - Preparing a monthly membership column for the chapter newsletter, and/or announcing new members in the newsletter.
 - Integrating new members into the chapter's activities and education sessions.
 - Coordinating membership outreach activities with the certification, education and program directors to reach out to nonmembers participating in their program areas.
 - Attending the annual LEAD! conference to exchange ideas with other membership directors in the region and section.
- h) CGFM Director: CGFM chairs play an important role in promoting the CGFM program. They work closely with other program directors and committees to identify potential CGFM candidates. The CGFM chair is usually responsible for:
- Promoting the CGFM credential to members and nonmembers, as well as to state and local government officials for recognition and incentives.
 - Supporting individuals striving to maintain the CGFM.
 - Answering questions raised by current and potential CGFM.
- i) Webmaster or Web Coordinator: All chapters should develop and maintain a functional and attractive website to communicate with members and potential new members. The chapter webmaster helps develop the website and works closely with the CEC and other members to ensure that the information on the website is accurate.
- j) Community Service Director: The community service director develops, promotes and finds volunteers for community service projects, which allow members to contribute skills, labor or funds to community-based activities. Community service projects could include:
- Voluntary Income Tax Assistance (VITA) participation
 - Public television fund-raisers
 - Food drives
 - Toys for Tots
 - Walk-a-thons
 - Blood Drives
 - Assisting a family in need
 - Working a soup kitchen
 - Working with Special Olympics
 - Highway Cleanup

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- k) Program Director (Not a current Chapter position): The program director, chair or vice president develops and initiates a comprehensive set of programs for general chapter membership through monthly meetings and special activities. In general, the duties include all aspects of planning monthly meeting activities and planning events to allow informal assembly at social events. Some chapters combine these duties with the education chair.
- l) Awards Director (Not a current Chapter position): The awards director serves a critical role in the success of the chapter's award program, as well as AGA's National Awards Program. The awards director generally has the responsibility of:
- Soliciting nominations for the chapter awards.
 - Organizing and chairing the awards committee meeting to select the recipients.
 - Obtaining award plaques or certificates.
 - Planning the award ceremony, which may be included as part of chapter education event, a chapter program event, or an evening social event.

The chapter awards program serves to reward those in the government financial community who have contributed to the chapter or its goals. It is an opportunity for the recipients to be recognized by their peers. Award categories may include:

- Government Financial Manager of the Year: To recognize an outstanding government financial leader who has led extraordinary initiatives in his/her employment that made a significant contribution to the government financial community.
 - Chapter Ambassador Award: To recognize a chapter member's outstanding efforts in publicizing AGA's mission, activities and benefits.
 - Professional Development Award: To recognize an individual's efforts in providing continuing education opportunities for government financial managers and recognizes the importance of life-long learning.
 - Community Service Award: To recognize a member's personal commitment to community service projects sponsored by AGA and other community activities.
- m) Newsletter Editor (Not a current Chapter position): The newsletter editor has traditionally been the key communicator with chapter members regarding upcoming events and chapter activities. Successful editors also provide their readers with interesting articles written by members and other professionals, as well as reprint articles from national AGA publications and professional trade journals. Like their counterpart webmasters, editors should make their newsletters functional and attractive.

SECTION 3. CHAPTER COMMITTEE DESCRIPTIONS

- a) Chapter Executive Committee (CEC): This committee consists of the chapter officers, the Immediate Past President and the Board of Directors (if in chapter bylaws). Some chapters include committee chairs for specific functions to highlight the importance of the activity (certification, membership, education, community service, etc.). It is recommended that the Chapter President provide each of the CEC members with a

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proposed agenda before each CEC meeting, and that the chapter uses Roberts' Rule of Order for conducting all the CEC meetings.

- The chapter president serves as the presiding officer.
 - The CEC is responsible for all business of the chapter and may present recommendations to the chapter for action, such as changes to the bylaws.
 - The CEC has primary authority over any chapter committee.
- b) Other Committees (as needed). Refer to the National Chapter Handbook for additional information on the various committees.
- Nominating Committee: Chaired by the President-Elect, this standing committee is responsible for recommending names for national leaders and for recommending names for chapter elective offices in accordance with the chapter bylaws.
 - Bylaws and Procedures Committee: This standing committee ensures chapter bylaws are consistent with AGA National bylaws, oversees the chapter's policies and procedures and may be responsible for monitoring the chapter's strategic plan.
 - Audit Committee: This committee is responsible for conducting or coordinating periodic audits or reviews of the chapter's financial operations. The results of these audits or reviews are to be contained in at least one written report, submitted annually to the CEC within 60 days after the close of the fiscal year. It is also a good idea to report to the membership on the chapter's finances annually as well. A copy of the final report should be furnished to the Chapter Services Manager.
 - Awards Committee: This committee is responsible for the chapter's awards program, as well as for submitting nominations for the National Awards Program. The committee should familiarize itself with members' contributions to financial management at all levels of government so it can best identify those, which merit recognition. The CEC approves recommendations of the awards committee.
 - Budget and Finance Committee: This committee administers the financial affairs of the chapter.
 - CGFM Committee: This committee is responsible for developing, promoting, and supporting members and nonmembers in earning the CGFM designation.
 - Communications Committee: This committee is responsible for enhancing the image of the chapter and that of the governmental accountability professional. This includes promoting a better understanding of financial management functions and practices through recognized media channels and maintaining a timely liaison with other professional organizations to recognize the work of the chapter's committees.
 - Community Service: This committee converts the chapter's desire to perform public service into tangible programs.
 - Education Committee: This committee has the responsibility, within the chapter's geographical area, for developing, promoting and improving the

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understanding of public sector financial management at the federal, state, territorial and local government levels. In fulfilling its responsibilities, the committee should work closely with the Chapter Programs Committee, the National Office, educational institutions within their area and other professional organizations who have an educational mission. To ensure the best possible attendance, seminars must receive advance publicity. Appropriate continuing professional education credits should be arranged. When group leaders are carefully selected and well briefed in their respective seminar subjects, the program will be a success.

- Membership Committee: This committee is responsible for attracting members to the chapter and maintaining the active interest of current members.
- Meetings Committee: This committee is responsible for ensuring good attendance at meetings, whether through phone reminders, surveys to non-attendees or ensuring a good location and time for members.
- Program Committee: This committee has the responsibility of developing and initiating a comprehensive program in the field of public sector financial management for the general chapter membership. Ideally chaired by one of the chapter's more seasoned members, the committee should prepare an annual program plan for approval by the CEC. In implementing the chapter programs, this committee is generally assigned responsibility for securing guest speakers/panel members for meetings, as well as obtaining the necessary program materials for technical meetings. As previously noted, some chapters combine the education and program committees.