



# ASSOCIATION OF GOVERNMENT ACCOUNTANTS DES MOINES CHAPTER

## CHAPTER BYLAWS

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**Association of Government Accountants  
Des Moines Chapter**

**BYLAWS**

**Article I**

**NAME**

The name of this organization is the Association of Government Accountants – Des Moines Chapter (hereinafter referred to as the “Chapter”). This Chapter was organized on January 1, 1977 and is a chartered member of the Association of Government Accountants (hereinafter referred to as the "Association," “AGA National Office,” or “AGA”).

**Article II**

**ASSOCIATION VISION, MISSION, CORE VALUES, PURPOSE**

**SECTION 1. VISION, MISSION, CORE VALUES, PURPOSE**

**VISION:** Advancing government accountability for informed public decision making.

AGA is the premier association for advancing government accountability and defines government accountability as a government’s obligation to the people for its actions and use of resources.

**MISSION:** For members, to provide quality professional growth and development opportunities through educational programs, professional certification, peer networking, and civic activities; for employers, to develop a highly skilled workforce knowledgeable in the unique aspects of governmental accounting; for the public, to promote transparency and accountability in governmental financial reporting.

AGA fosters learning, certification, leadership, and collaboration for professionals and stakeholders committed to advancing government accountability.

**CORE VALUES:** Service, Accountability, Integrity, Leadership

**PURPOSE:** AGA is the member organization for government accountability professionals and the thought leader in government financial management. AGA 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 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 ensure full and fair accountability for all public monies and by providing a variety of pro bono services that support that end.

## **SECTION 2. GOALS AND OBJECTIVES**

The Chapter shall have the following goals and objectives with regard to government financial managers, including others associated with governmental financial management:

- (a) To instruct, train, and inform government financial managers in the fields of accounting, auditing, budgeting, systems, and financial management. This continuing education process will provide for the professional development of government financial managers so that they may better serve the public.
- (b) To encourage and provide educational events for the interchange of ideas among financial managers in government service and among government and non-government financial managers.
- (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 managers 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.

The Association's goals and objectives are detailed in its strategic plan which is published via the AGA website ([www.agacgfm.org](http://www.agacgfm.org)).

## **Article III**

### **NON-PROFIT STATUS AND EXEMPT ACTIVITIES LIMITATIONS**

#### **SECTION 1. NON-PROFIT LEGAL STATUS**

The Chapter is a non-profit association, organized under the laws of the State of Iowa, and is operated exclusively for educational, charitable, and scientific purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986 (or corresponding section of any successor statute).

#### **SECTION 2. EXEMPT ACTIVITIES LIMITATION**

Notwithstanding any other provision of these Bylaws, no director, officer, member, or representative of this association shall take any action or carry on any activity by or on behalf of the association not permitted to be taken or carried on by an organization exempt under Section 501(c)(3) of the Internal Revenue Code as it now exists or may be amended, or by any organization contributions to which are deductible under Section 170(c)(2) of such Code and Regulations as it now exists or may be amended. No part of the net earnings of the association shall inure to the benefit of or be distributable to any director, officer, member, or other private person, except that the association shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in these Bylaws.

## **Article IV**

### **CODE OF ETHICS**

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 Managers (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. The Code of Ethics is published via the AGA web site to the membership and CGFMs.

## Article V

### MEMBERSHIP

#### SECTION 1. CATEGORIES OF MEMBERS

As established in the Bylaws of the Association the members of the Chapter shall consist of Full Government Members, Private Sector Members, Early Career Members, Student Members, Retired Members, Lifetime Members, Honorary Members, Corporate Members, and Group Members, and as such are voting members of the Chapter.

- (a) **Full Government Members** - This category of membership requires three or more years of government experience, acceptable to the Membership Committee, involving the professional performance of financial management activities in an operational, administrative, and/or supervisory capacity. This category is also available to individuals with similar experience outside the government, such as academia and non-profit entities, who are engaged in educational activities having the same objectives as the Association or who have made a contribution toward advancing government accountability.
- (b) **Private Sector Members** - This category of membership is available to individuals working for commercial enterprises or ventures (see (h) below) that are actively engaged in and support AGA's vision, mission, core values, purpose, goals, and objectives.
- (c) **Early Career Members** - This category of membership is available to individuals with less than three years of any professional work experience and employed in the private or public sector. After three years Early Career members transition to Full Government or Private Sector status based on their employer at that time.
- (d) **Student Members** - This category of membership is available to full-time college and university students. This category of membership is not available to individuals who have been employed in the financial management field for one (1) year or more or to individuals attending a college or university part-time while working.
- (e) **Retired Members** - This category of membership is available to individuals who have permanently retired from government, academia, non-profit, or commercial enterprises or ventures.
- (f) **Lifetime Members** - This category of membership is to be designated at the discretion of the AGA National Executive Committee (NEC) to recognize a member's distinguished service to the Association over a sustained period of time.
- (g) **Honorary Members** - This category of membership is to be designated at the discretion of the AGA National Executive Committee to recognize distinguished service to the Association and/or exemplary contributions to advancing government accountability. Only highly noteworthy nationally recognized individuals who cannot meet the requirements for a full government, private sector, or retired member will be considered.
- (h) **Corporate Members** - This category of membership is available to commercial enterprises or ventures (company, corporation, partnership, and sole-proprietor) that are actively engaged in and support AGA's vision, mission, core values, purpose, goals, and objectives.
- (i) **Group Members** – This category of membership is available to government, academia, or non-profit entities whose employees meet the requirements for full government membership under item (a) above.

## **SECTION 2. DUTIES OF MEMBERS**

It is the duty and responsibility of members to:

- (a) Endorse the vision, mission, core values, purpose, 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 AGA's Professional Ethics Board in any investigations of violations of the Code of Ethics.
- (d) Maintain current membership.

## **SECTION 3. DISCIPLINE AND SUSPENSION OF MEMBERS**

- (a) Disciplining of members is performed by the Association under the terms of the AGA Bylaws and as provided in the Association's Policies and Procedures.
- (b) A member who has been properly invoiced and fails to pay his or her membership dues for a period of two months after the due date shall be suspended automatically as a member of the Association. Suspended members who continue to fail to pay their membership dues shall automatically be removed from the rolls of the Association four months after the suspension date.
- (c) Membership in the Association may be suspended by the AGA National Executive Committee as provided for in the Association's Policies and Procedures.

## **SECTION 4. RESIGNATION OF MEMBERS**

A member may resign at any time, except that no member shall be permitted to resign while under investigation for a violation of the Association's Code of Ethics.

## **SECTION 5. REINSTATEMENT OF MEMBERS**

The Association's National Executive Committee may prescribe the conditions, policies, and procedures under which a member may be reinstated.

## **SECTION 6. COMMUNICATIONS TO MEMBERS**

AGA and Chapter communications to members may be disseminated in writing or electronically (website, email, teleconference, or other types of electronic transmission by which the recipient is able to retrieve the communication).

## **SECTION 7. 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 Section 2 of this Article. Ex-officio members may serve on a Board or Committee in a non-voting capacity and do not have the authority to vote as a member of the Board or Committee.

# Article VI

## MEMBERSHIP DUES

### **SECTION 1. MEMBERSHIP DUES**

The Chapter portion of the annual dues rates for the different classes and categories of membership shall be set by a two-thirds (2/3) vote of the CEC, pursuant to Article VIII, Section 1(d)(3).

## **SECTION 2. 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 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.

## Article VII

### 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 a vote of at least twenty (20) percent of the voting members or fifteen (15) members, whichever is less.

#### **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 ten (10) 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 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 voting members or fifteen (15) 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 RIGHTS**

Each chapter member shall have the right to vote on Chapter matters. Each chapter member, through the member's right to vote on Chapter matters, has the right to vote on selecting the Chapter President who represents the chapter on the National Board of Directors.

#### **SECTION 6. VOTING ACTIONS**

Matters requiring a vote by the Chapter members shall be approved by a plurality (i.e., most votes) of the members present and voting at a meeting at which a quorum is present. Exceptions to the plurality rule are changes in the Chapter's Bylaws and the reversal of action of the Chapter Executive Committee (CEC) in regard to the formal Policies and Procedures of the Chapter, both which require approval of two-thirds (2/3) of Chapter members present and voting pursuant to Article XVII, Sections 1 and 3.

## Article VIII

### CHAPTER GOVERNANCE

#### SECTION 1. CHAPTER EXECUTIVE COMMITTEE (CEC)

(a) The governing body of the Chapter shall be the CEC which shall consist of the following members:

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

(b) CEC Meetings

Meetings of the CEC shall be held at least quarterly on such date and at such time and manner as may be designated by the Chapter President or any three members of the CEC. If the Chapter President is absent the officer to preside at such meeting shall be determined in the following order of succession: Chapter President-Elect, Immediate Past Chapter President, Secretary, and Treasurer.

(c) CEC Quorum and Voting Action

- (1) A quorum for a CEC meeting is at least six (6) of the voting members of the CEC.
- (2) Matters requiring a vote by the CEC shall be approved by a simple majority of the voting CEC members present for which a quorum is present.
- (3) 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. For poll votes, a simple majority of the CEC members is required to approve a matter presented. The results of any vote taken in this manner must be reported to the CEC at its next meeting for acknowledgement and inclusion in the official minutes.

(d) CEC Duties and Responsibilities

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 the 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 Chapter Policy and Procedures Manual 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.

## Article IX

### CHAPTER OFFICERS AND DIRECTORS

#### SECTION 1. CHAPTER OFFICERS

The Officers shall be the Chapter President, the Chapter President-Elect, the Immediate Past President, the Secretary, and the Treasurer.

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

#### SECTION 2. CHAPTER DIRECTORS

- (a) The Chapter Directors shall include the following positions:
  - Director of Accountability and Outreach
  - Director of Bylaws and Procedures (including Historian)
  - Director of Communications (Newsletter/Website/Social Media)
  - Director of Community Service
  - Director of Early Careers
  - Director of Education, Programs, and Technical Meetings
  - Director of Membership
  - Director of Professional Certification
  - Director of the Nominating Committee
- (b) There shall also be no more than ten (10) Directors.
- (c) Directors shall be elected annually for one-year terms as provided in Article X.

## Article X

### NOMINATION, ELECTION, AND FILLING OF VACANCIES FOR 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, and Secretary, and not more than ten (10) candidates for Directors, not later than January 31st of each year. All nominees must indicate their willingness to serve if elected.
- (b) Twenty (20) percent of the voting members or fifteen (15) members, whichever is less, may submit an independent nomination for President-Elect, Treasurer, 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, Secretary, or Director in the Chapter, a member must be a member in good standing.
- (d) The Chapter Nominating Committee shall ensure that the professional background of the President-Elect, Treasurer, 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, 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 not a 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 President, the President-Elect will succeed. In the event of a vacancy occurring in the office of President-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.
- (b) In the event of a vacancy occurring in the office of Secretary, Treasurer, 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, Treasurer, or Director position and the appointment shall be ratified by the CEC.

# Article XI

## REMOVAL OF CHAPTER OFFICERS AND/OR DIRECTORS

### **SECTION 1. REMOVAL OF CHAPTER OFFICERS AND/OR DIRECTORS**

The responsibilities of Chapter Officers and/or Directors are set forth in the Chapter's Policies and Procedures manual. Chapter Officers and/or Directors are expected to perform those duties. The Chapter Executive Committee may remove any Chapter Officer and/or Director if the applicable Chapter Officer and/or Director is not meeting the stated responsibilities. An appointed or voting member of the Chapter Executive Committee may be removed with cause by vote of two-thirds (2/3) of the voting CEC members at a meeting for which a quorum of the CEC has been established, provided that the meeting notice includes reference to the proposed removal.

In addition, any officer appointed or elected by vote of the membership (or by a particular group of the membership) may be removed with cause by the person making the appointment or by vote of the membership (or, if voting in their election was limited only to a particular group of the membership, then removal shall be only by that group at a meeting called for such purpose). "Cause" under this Section shall be defined to include 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 XII

### COMMITTEES, SUB-COMMITTEES, AND TASK FORCES

#### SECTION 1. FORMATION

There shall be at least three standing committees: Executive, Nominating, and Bylaws and Procedures. In addition the Chapter President, upon ratification by the CEC, may establish such Committees, Sub-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. A 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: the President-Elect, one (1) Past Chapter President appointed by the Chapter President, and one (1) Chapter member selected by the CEC. The Chapter President-Elect shall chair the Nominating Committee. Chapter members seeking a Chapter Office are ineligible to serve on the Nominating Committee.

#### SECTION 3. TERMS OF OFFICE

- (a) Members of Committees shall be appointed for one (1) year terms. Members may be re-appointed for an additional term(s).
- (b) Members of Sub-Committees and Task Forces shall be appointed for the duration of the Sub-Committee or Task Force.

#### SECTION 4. RESPONSIBILITIES

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.

## Article XIII

### FISCAL, MEMBERSHIP, AND PROGRAM YEARS

#### SECTION 1. FISCAL YEAR

The fiscal year of the Chapter shall end at the close of business on the 30th day of April of each year. For years beginning on or after May 1, 2016, the fiscal year of the Chapter shall end at the close of business on the 30th day of June of each year.

**SECTION 2. MEMBERSHIP AND RECOGNITION YEAR**

The membership and recognition year of the Association and the Chapter shall end at the close of business on the 30th day of April of each year. For years beginning on or after May 1, 2016, the membership and recognition year of the Chapter shall end at the close of business on the 30th day of June of each year.

**SECTION 3. PROGRAM YEAR**

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

Article XIV

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.

**SECTION 3. DISTRIBUTION UPON 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 Chapter Executive Committee 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 Association or organization as shall at the time qualify as exempt under Section 501(c)(3) of the Internal Revenue Code of 1986 (or corresponding provisions of any successor statute), in such manner as the Chapter Executive Committee shall determine. Any assets not so distributed shall be disposed of by the United States District Court for the South District of Iowa exclusively for such purposes or to such corporations or organizations as said court shall determine are organized and operated solely for public purpose.

Article XV

PARLIAMENTARY AUTHORITY

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

## 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 shall not be available to satisfy any of the Chapter's corporate debts to any extent whatsoever.

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 organization 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.
- (c) 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.
- (d) The Chapter may purchase and maintain insurance on behalf of any person who is or was a chapter officer or director of the Chapter, against any liability asserted against him or her and incurred 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 provisions herein.

## Article XVII

### AMENDMENTS

#### SECTION 1. GENERAL

The power to make, alter, amend, or repeal these Bylaws shall be vested in the Chapter membership. The power to make, alter, amend, or repeal the Policies and Procedures shall be 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; or
- (b) By proposal, in writing to the President-Elect signed by at least twenty (20) percent of the voting members or fifteen (15) members, whichever is less.

**SECTION 3. PROCESSING PROCEDURES**

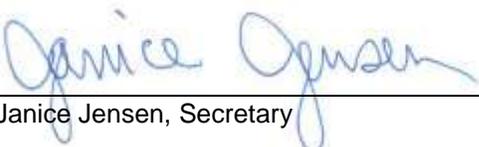
Proposals shall be submitted to the Chapter's Bylaws and Procedures Committee. The Chapter Bylaws cannot contradict nor contain any ambiguity in relation to the AGA National Bylaws. After review and coordination with the initiator, appropriate changes, along with Committee analysis, shall be submitted to the CEC who shall submit Bylaws changes to the Chapter membership for a vote. An affirmative vote by two-thirds (2/3) of those Chapter members present and voting is required for approval. After ratification by the Chapter membership, the amendments to the Chapter Bylaws shall 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.

**CERTIFICATION**

ADOPTED AND APPROVED on this 24th day of March, 2016.

  
\_\_\_\_\_  
Gabriel Stafford, President

March 30, 2016  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Janice Jensen, Secretary

March 30, 2016  
\_\_\_\_\_  
Date