

Association of Government Accountants

Montgomery/Prince Georges
County Chapter
Bylaws

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Association of Government Accountants
Montgomery/Prince Georges County Chapter

BYLAWS

**ARTICLE I
NAME**

The name of this organization is the Association of Government Accountants - Montgomery/Prince Georges County Chapter (herein after referred to as “the Chapter”). This Chapter is a part of the Association of Government Accountants (hereinafter referred to as "the Association" or “AGA”).

**ARTICLE II
ASSOCIATION PURPOSE AND OBJECTIVES**

SECTION 1. PURPOSE

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 purpose of the Association and Chapter is to be a professional organization dedicated to the advancement of government financial management. The Association 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 Association 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 throughout the United States and its territories that support that end.

SECTION 2. OBJECTIVES

The Association and Chapter shall have the following objectives:

- (a) Primarily 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 and working with employers to promote and recognize the certification in hiring, job specifications, performance evaluations and promotional exam announcements.

In addition, the Chapter shall follow its Strategic Plan in fulfilling its mission, vision and values, as well as its goals and related strategies.

SECTION 3. LEGISLATIVE CLAUSE

The Chapter President or designee may inform government officials of the Chapter's position or viewpoint on matters pending before them that are of concern to the Chapter. However, Chapter members are prohibited from:

- (a) Representing the Chapter in any lobbying effort and
- (b) Intervening in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

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 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.

ARTICLE IV MEMBERSHIP

SECTION 1. MEMBERS

As established in the Bylaws of the Association, the members of the Chapter shall consist of Full Members, Early Career Members, Special Early Career Members, Retired Members, Lifetime Members, Honorary Members and Corporate Members.

SECTION 2. FULL MEMBERS

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

SECTION 3. EARLY CAREER MEMBERS

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

SECTION 4. SPECIAL EARLY CAREER MEMBERS

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

SECTION 5. RETIRED MEMBERS

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

SECTION 6. LIFETIME MEMBERS

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

SECTION 7. HONORARY MEMBERS

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

SECTION 8. CORPORATE MEMBERS

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

SECTION 9. DUTIES OF MEMBERS

It is the duty and responsibility of members to:

- (a) Endorse the purpose and objectives of the Chapter and the AGA;
- (b) Uphold and be guided in their professional conduct by the AGA's Code of Ethics; and
- (c) Cooperate with AGA's Professional Ethics Board in any investigation of alleged violation of the Code of Ethics.
- (d) Actively participate in the Chapter to the extent possible.

SECTION 10. RESIGNATION OF MEMBERS

Members may resign at any time, except that no member shall be permitted to resign while under investigation for an alleged violation of the AGA's Code of Ethics.

SECTION 11. REMOVAL OF MEMBERS

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

SECTION 12. REINSTATEMENT

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

ARTICLE V MEETING 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 may be designated by the Chapter President. Special membership meetings may be called by members having at least 20 percent of the Chapter members, or 30 members, whichever is less, of the votes entitled to be cast at such meeting.

SECTION 2. NOTICE OF MEETINGS

Notice of each general or special membership meeting of the Chapter must be provided to each member of the Chapter at least 10 days prior to the meeting.

SECTION 3. QUORUM

Twenty percent of the members, or 30 members, whichever is less, shall constitute a quorum for the transaction of official business presented at any Chapter meeting of the membership.

SECTION 4. VOTING RIGHTS

All members shall have the right to vote on Chapter matters and those AGA matters put to a vote of the entire membership.

SECTION 5. VOTING ACTIONS

Matters requiring a Chapter vote shall be approved by a plurality (i.e., most votes) of those voting, except for Bylaws changes (See Article XV).

**ARTICLE VI
CHAPTER GOVERNANCE**

SECTION 1. CHAPTER EXECUTIVE COMMITTEE (CEC)

- (a) The CEC shall be the governing body of the Chapter and shall include the following:

Chapter President (Chair of the CEC)
Chapter President-Elect (Vice-Chair of the CEC)
Immediate Past Chapter President
Chapter Vice-Presidents
Chapter Secretary
Chapter Treasurer
Ten Chapter Directors
Chapter Historian (non-voting)

- (b) CEC meetings shall be held at the call of the President or any seven members of the CEC. A quorum is seven CEC members including at least three Directors. Matters requiring a vote by the CEC shall be approved by a majority of those present and voting.
- (c) The President shall preside at all meetings. In the President's absence, the officer to preside shall be determined in the following succession: President-Elect, Immediate Past President, Secretary and Treasurer.
- (d) 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 quorum is necessary and a majority of the CEC members is required to approve a matter presented.

- (e) Unless precluded by other sections of the Bylaws and without limitations regarding other matters, the CEC shall have among its responsibilities the following:
 - (1) Establish Chapter policies and programs.
 - (2) Adopt an annual budget and approve revisions thereof in excess of 10 percent of budgeted expenditures.
 - (3) Establish Chapter dues for all classes of members.
 - (4) Develop and maintain a Policy and Procedures Manual for the Chapter and see that it is implemented.
 - (5) Review Chapter Committee, Sub-Committee and Task Force actions and programs and request those groups to appear before the CEC at appropriate times.
 - (6) Maintain the Chapter's Strategic Plan.

**ARTICLE VII
CHAPTER OFFICERS AND DIRECTORS**

SECTION 1. CHAPTER OFFICERS AND DIRECTORS

- (a) The Chapter Officers shall be the President, President-Elect, Immediate Past President, the Vice President (President Elect), Secretary, and Treasurer. There shall also be fourteen (14) Directors.
- (b) The Chapter President shall be the prior year's Chapter President-Elect and shall serve for one year in addition to any period necessary to fill a vacancy in the office of President.
- (c) The Chapter President-Elect, and President shall be elected annually for one-year terms as provided in Article VIII. The Secretary, Treasurer, and fourteen (14) Directors elected for two-year terms.

SECTION 2. REMOVAL OF CHAPTER OFFICERS AND/OR DIRECTORS

- (a) 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 by a majority vote, if the applicable Chapter Officer and/or Director are not meeting the stated responsibilities.

ARTICLE VIII NOMINATION, ELECTION AND FILLING VACANCIES FOR OFFICERS AND DIRECTORS

SECTION 1. NOMINATIONS

- (a) The Nominating Committee shall select from the names it obtains from the Chapter membership at least one candidate for the offices of President-Elect, Secretary, Treasurer, the Vice Presidents and not less than five (5) candidates for Director not later than April 1st of each year. All nominees must indicate their willingness to serve if elected.
- (b) Twenty percent of the Chapter members, or 30 members, (whichever is less) may submit an independent nomination for any officer or director position (except President). Such nominations, which will be included on the ballot, must reflect the willingness of the individual to serve and shall be filed with the President-Elect by April 15th of any year.
- (c) To be eligible for Chapter office, the candidate must be a member in good standing. The President or President-Elect may not succeed himself/herself by election, unless such a person is filling the unexpired term of another duly elected officer. A member may not be a Director more than two consecutive terms.
- (d) The Chapter Nominating Committee shall ensure that the professional background and experience of the President-Elect, Secretary, and other officers 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 prepared and distributed in such form as the Bylaws and Procedures Committee may designate.
- (b) Ballots shall be completed and returned to the Bylaws and Procedures Committee by May 1st.

SECTION 4. ELECTION RESULTS

Election results shall be tabulated as designated by the Bylaws and Procedures Committee, which shall certify the results to the Chapter President no later than May 30th. When there is not a contest for an elective office, the Bylaws and Procedures Committee shall certify the election to the Chapter President without ballot.

SECTION 5. FILLING 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 offices of President-Elect and/or Treasurer, 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, Vice President 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, Vice President or Director position, and the appointment shall be ratified by the CEC.

**ARTICLE IX
COMMITTEES, SUBCOMMITTEES 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, after ratification by the CEC, may establish Committees, Sub-Committees and Task Forces to assist in carrying out Chapter programs and operations.

SECTION 2. MEMBERSHIP

- (a) The number of members comprising the Committees shall be determined by the amount 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 a Committee or Task Force shall be Chapter members in good standing.
- (e) The Nominating Committee shall consist of the President-Elect (as Committee Chair), a Past-Chapter President (when available) and one or more member(s) nominated by the President-Elect and approved by the CEC.
- (f) The Bylaws and Procedures Committee shall consist of at least three members nominated by the Chapter President and approved by the CEC. The Chapter President shall designate the Committee Chair.

SECTION 3. TERMS OF OFFICE

Committee members shall be appointed for one year. Members of the Sub-Committees and Task Forces shall be appointed for the duration of the Sub-Committee or Task Force.

SECTION 4. RESPONSIBILITIES

The duties assigned to the Committees, Sub-Committees and Task Forces shall be defined by the CEC.

**ARTICLE X
FISCAL, MEMBERSHIP AND PROGRAM YEARS**

SECTION 1. FISCAL YEAR

The Chapter fiscal year shall be from July 1 to June 30.

SECTION 2. MEMBERSHIP AND RECOGNITION YEAR

The membership and recognition year of the Association shall end at the close of business on the 30th day of April of each year.

SECTION 3. PROGRAM YEAR

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

**ARTICLE XI
FINANCIAL RESPONSIBILITIES**

SECTION 1. AUTHORITY

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

SECTION 2. BUDGET

Approval of the budget by the CEC shall constitute authority for responsible Chapter officials 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 unless it has advance CEC approval.

ARTICLE XII DUES

SECTION 1. DUES

- (a) The Chapter portion of the annual dues for the different classes and categories of membership shall be set by a two-thirds (2/3) vote of the CEC. *(See Article VI, Section 1.(e)(3)).*
- (b) A member who has been appropriately invoiced and who 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 and the Chapter. Suspended members who continue to fail to pay their membership dues shall be removed automatically from the rolls of the Association four months after the suspension date.
- (c) The National Executive Committee as provided in the Association's Policies and Procedures may suspend membership in the Association.

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 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.

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, 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 1954 (or corresponding provisions of any future Internal Revenue Law), 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 third judicial district exclusively for such purposes or to such corporations or organizations as said court shall determine are organized and operated solely for public purpose.

ARTICLE XIV PARLIAMENTARY AUTHORITY

To transact official business at Chapter meetings, the rules of parliamentary procedure contained in the most recent revision of Robert's "Rules of Order" shall govern.

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 made in one of the following manners:

- (a) By proposal, in writing from any Chapter committee, a CEC member or National Office to the Chapter President-Elect, or Chapter President if the President-Elect position is vacant.
- (b) By proposal, in writing to the Chapter President-Elect, or the Chapter President if the Chapter President-Elect position is vacant, signed by 20 percent of the Membership or 30 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 Bylaw changes to the Chapter membership for a

vote. An affirmative vote by two-thirds of those 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 Chapter's 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 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 person who may have served at the Chapter'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, 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 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 an undertaking by or on behalf of the chapter officer or director of the Chapter to repay such amount unless it shall ultimately be determined that he or she is entitled to be indemnified by the Chapter as authorized herein.
- (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.

(Date of Last Amendment: April 2008)