

ARKANSAS GOVERNMENT FINANCE
OFFICERS ASSOCIATION

CONSTITUTION AND
BY-LAWS

As Amended July 24, 2014

CONSTITUTION OF THE ARKANSAS GOVERNMENT FINANCE OFFICERS ASSOCIATION

ARTICLE I – NAME

This Organization shall be known as the “Arkansas Government Finance Officers Association” (hereinafter referred to as “AGFOA”). The Association is the Arkansas Chapter of the Government Finance Officers Association of the United States and Canada (hereinafter referred to as the “GFOA”).

ARTICLE II – PURPOSE – OBJECTIVES

Section 1. Purpose

The purpose of AGFOA is to be a professional organization dedicated to assisting Arkansas finance officers in the achievement of a high level of competence in the field of government finance. The AGFOA will serve its members by providing and sponsoring appropriate educational programs encouraging professional development.

Section 2. Objectives

The AGFOA will have the following objectives:

1. Provide a closer working relationship among finance officers for the purpose of solving problems common to all.
2. Enhance personal and professional development of financial officers through interchange of ideas, techniques and expertise, and by offering quality instruction and training in the area of governmental issues.
3. Identify problems and weaknesses in state statutes dealing with all phases of government finance, and work toward changing these statutes and initiating action for new acts as needed.
4. Promote and apply fiscal methods and principles developed by the GFOA.

ARTICLE III – CODE OF ETHICS

In order to foster the highest professional standards and behavior and exemplary service to all levels of government, the GFOA Code of Professional Ethics has been developed as guidance for the members of AGFOA. The Code of Professional Ethics are legal, moral and professional standards of conduct government finance officials should adhere to in the fulfillment of their professional responsibilities. Standards of professional conduct as set forth in this code are promulgated in order to enhance the performance of all persons engaged in public finance. All members are expected to abide by the GFOA's Code of Ethics and the AGFOA has adopted that Code.

ARTICLE IV – MEMBERSHIP

Membership in the AGFOA is open to anyone interested in and concerned with governmental finance administration in the State of Arkansas.

Section 1. Regular Membership

Membership is extended to all those working in the finance area of any unit of government within the State of Arkansas.

Section 2. Associate Membership

Membership is extended to others interested in AGFOA and its members, who are actively engaged in and support the Association's purpose and objectives.

Section 3. Lifetime Membership

Membership is extended to any member in good standing who has retired or whose retirement is imminent and has made significant contributions to AGFOA. Lifetime membership shall be voted upon during a business meeting by a majority of those members present.

Section 4. Duty of members

It is the duty and responsibility of members to:

1. Endorse the purpose and objectives of the Arkansas Government Finance Officers Association
2. Uphold and be guided in their professional conduct by the Government Finance Officers Association Code of Ethics.

ARTICLE V – EXECUTIVE BOARD

There shall be an Executive Board consisting of four (4) officers elected at-large and the immediate past president. The Historian and State Representative shall serve as ex-officio members. It shall be the duty of the Executive Board to transact the business of the organization including policy matters; to handle the arrangements of meetings as to time, place, and program; to consider all matters referred to it by the members of the organization; and to perform such other duties deemed necessary for the advancement, welfare, and the best interest of AGFOA and its members.

ARTICLE VI – OFFICERS AND TERMS OF OFFICE

Section 1. Nominating Committee

The president shall appoint each year, a Nominating committee consisting of up to three (3) persons, all active members in good standing. Appointments shall be made thirty (30) days prior to the annual meeting, and the president will immediately notify the members at that meeting. This committee shall select not less than one name from the membership in good standing as a candidate for each office and each place on the Executive Board which is to be filled at the annual business meeting. The committee shall also submit, each even numbered year, the name of a member in good standing to serve as State Representative to GFOA. Additional nominations may be made from the floor at the annual meeting by any active member in good standing.

Section 2. Elections

The manner of holding elections, including various forms to be used, the methods of voting, the counting of ballots and the rules of procedure shall be prescribed by the Executive Board.

Section 3. Officers

Officers of this organization shall include a president, a vice-president, a second vice-president and a secretary-treasurer. All Executive Board officers shall be elected at the annual business meeting and shall serve for a period of two years or until their successors are elected and qualified. The officers will formally take office on August 1st of each new term of office. In case of a vacancy, the president may appoint a replacement with the authorization from the remaining Executive Board members.

Section 4. Powers and Duties

Powers and duties of the officers of this organization will be as follows:

1. President – To call and conduct meetings; serve as administrator of AGFOA.

2. First Vice-President – Assist the president in his duties and responsibilities and take over the president’s duties in the even the president is absent or incapacitated for any reason. The First Vice-President shall also perform duties normally assigned to a program chairman. This includes selection of subjects to be covered at the meetings, selection of speakers, assignment of tasks for participating members, coordination of activities, and preparation of agenda for AGFOA meetings.
3. Second Vice-President – Assist the First Vice-President in all phases of program planning for all AGFOA meetings; Chair the Membership/Communication Committee.
4. Secretary-Treasurer – Record the minutes of the AGFOA meetings and keep a record of the finances of the organization, including dues and conference fees received, conference and organizational disbursements made, financial reports and NASBA registration.
5. Past President – Assist AGFOA in an advisory capacity with voting rights on the Executive Board.

ARTICLE VII – MEETINGS

At least one (1) meeting per year will be held prior to the ending of the association business year. Officers for the coming year will be elected during the business meeting selected by the president if more than one business meeting is held in a given year. The business year will be the calendar year.

Section 1. Calls to Meeting

Meetings of members to advance the objectives of AGFOA may be called on such dates and at such times and places as may be designated by the AGFOA president.

Section 2. Notice of Meetings

Notice of meetings of AGFOA will be conveyed to all members through the last known email address on file and/or through the newsletter.

Section 3. Quorum

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

Section 4. Voting Rights

Each AGFOA member, through the member’s right to vote on chapter matters, elects the representatives to the AGFOA Executive Board.

ARTICLE VIII – AMENDMENTS TO THE CONSTITUTION

This constitution may be amended at any regular meeting of the association when a quorum is present, by a two-thirds (2/3) vote of the active members in attendance, provided written notice of the proposed amendment has been given to all active members at least fourteen (14) calendar days before the meeting.

ARTICLE IX – BY-LAWS

By-laws established by AGFOA will require two-thirds (2/3) majority vote of the members present.

ARTICLE X – COMMITTEES

Section 1. Membership/Communications Committee

The President shall appoint each year, a Membership/Communications Committee consisting of at least three (3) persons, all members in good standing. Appointments shall be made **no later than thirty (30) days prior to the beginning of the business year, for a term of one year**. The President will immediately notify the members at that meeting. The Second Vice-President shall chair the committee. They shall be responsible for the development and encouragement of membership in AGFOA and provide a newsletter to all members at least annually. The committee shall be responsible for conference notifications, membership drives and maintenance of the website.

Section 2. Education/Conference Committee

The President shall appoint each year, an Education/Conference Committee consisting of at least three (3) persons, all members in good standing. Appointments shall be made **no later than thirty (30) days prior to the beginning of the business year, for a term of one year**. The First Vice-President shall chair the committee. The committee shall be responsible for the selection of subjects to be covered at the meetings, selection of speakers, assignment of tasks for participating members, coordination of activities, and preparation of agenda for AGFOA meetings. The Committee shall be responsible for coordinating with the President for the annual conference.

Section 3. Legislative Committee

The President shall appoint each year, a Legislative Committee consisting of at least three (3) persons, all members in good standing. Appointments shall be made **no later than thirty 30 days prior to the beginning of the business year, for a term of one year**. The Committee shall be responsible for keeping members apprised of current developments in all areas of finance from the state, federal and local levels, to monitor all proposed and passed legislative action.

Section 4. Audit Committee

The President shall appoint an Audit committee consisting of two (2) persons, all members in good standing. The term of office for members of this committee shall be three years. At the discretion of the President, the initial term of members of the Audit committee may be staggered to assure continuity. Appointments shall be made thirty (30) days prior to the annual meeting, and the President will notify the members at that meeting. The Audit committee shall be responsible for auditing the books and accounts of AGFOA at the conclusion of the term of the Secretary/Treasurer, but not less than once a year. The Audit committee shall report in writing the result of all audits to the Executive Board and make such recommendations for the control and accountability of the funds as may be appropriate.

ARTICLE XI – DUES

Annual dues shall be determined by the Executive Board at their first meeting of the year. Dues are billed and collected during the first quarter of each year by the Secretary/Treasurer for the current calendar year.

ARTICLE XII – HISTORIAN

AGFOA Historian. The President shall appoint for an indefinite term an Historian who will be a member in good standing. Appointments shall be made thirty-days prior to the annual meeting, and the President will notify the members at that meeting. The office of the Historian may be held concurrently with any other office. The Historian shall oversee the acquisition, protection, preservation, cataloging, etc. of all appropriate documents, papers, pictures, and objects relevant to the history of AGFOA. The Historian shall make recommendations as may be deemed appropriate to the orderly and systematic preservation and handling of any documents, papers, pictures and objects in position of AGFOA. The Historian shall also make any relevant recommendations to the Executive board concerning the policies of AGFOA on what records or objects should be retained and the methods of securing the safety of these items. The Historian may select additional members to assist in the effective accomplishment of his or her responsibilities. The Historian shall serve as ex-officio member of the Executive Board.

ARTICLE XIII – STATE REPRESENTATIVE

The State Representative shall serve a term of two (2) years, being elected in each even-numbered year and shall serve as ex-officio member of the Executive Board. The State Representative will represent AGFOA at the national level and report to the AGFOA, in writing, of all meetings attended.

ARTICLE XIV – MISCELLANEOUS

Section 1. Whenever parliamentary rules or procedures are involved in conducting affairs of AGFOA, Roberts Rules of Order shall apply and control.

Section 2. To ensure adequate representation at the annual GFOA conference, the AGFOA will reimburse the attendance costs of either the President or the AGFOA State Representative in an amount equal to the attendance fee plus the lowest accommodation cost times the numbers of days of required attendance, provided however, funds are available in the treasury. Prior travel authorization shall be issued by the Executive Board. All reimbursements will require appropriate documentation of costs incurred.