

NEW YORK CAPITAL CHAPTER

ASSOCIATION OF GOVERNMENT ACCOUNTANTS

CHAPTER BYLAWS

Date of Last Amendment: June 2001

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ARTICLE I - NAME AND OBJECTIVES

Section 1. Name

The name of this organization shall be the Association of Government Accountants - New York Capital Chapter (hereinafter referred to as “the Chapter”). This Chapter is a part of the Association of Government Accountants (hereinafter referred to as “AGA”).

Section 2. Purpose of National AGA

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.

Section 3. Chapter Objectives

The mission of the New York Capital Chapter is to serve persons interested in the government financial management community by providing quality education at a reasonable cost, supporting professional certifications, promoting professional interaction, recognizing professional and academic achievement, and serving the local community.

Section 4. Legislative Clause

No substantial part of the activities of the Chapter shall be carrying on of propaganda, or otherwise attempting, to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. This does not prevent the Chapter from informing legislative or other appropriate officials of the Chapter's position or viewpoint on matters pending before them that are of concern to the Chapter.

ARTICLE II - CODE OF ETHICS

Chapter members shall abide by the Code of Ethics established by the AGA. A copy of the Code of Ethics can be obtained from the Vice President of Membership.

ARTICLE III - MEMBERSHIP

Section 1. Membership Requirements

a. Members

The members of the AGA shall consist of Full Members, Early Career Members, Special Early Career Members and Retired Members.

b. 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 objective as the AGA, or who have made a contribution toward the improvement of financial management in government.

c. Early Career and Special Early Career Members

Early Career membership is available to individuals whose experience does not meet the quantitative and/or qualitative requirements for full membership. Full-time students interested in public sector financial management are eligible to be Special Early Career Members of the AGA as are individuals in their first year of employment.

d. Retired Members

A full member upon retirement from full-time employment may become a Retired Member.

Section 2. Duties of Members

It is the duty and responsibility of members to:

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

Section 3. 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 4. 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 5. Reinstatement

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

ARTICLE IV - MEETINGS

Section 1. Meetings of Members

- a. Meetings of members to advance the Chapter objectives shall be held on such date and at such time and place as may be designated by the Chapter President.
- b. Each Chapter member shall be notified by mail at his last known address according to Chapter records at least ten (10) days before the date of each meeting.
- c. Twenty percent of the Chapter members or 30 members (whichever is less) shall constitute a quorum for the transaction of official business duly presented at a Chapter meeting.

Section 2. Meeting Procedure

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.

Section 3. 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 4. 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 VIII, Section 2).

ARTICLE V - CHAPTER ORGANIZATION

Section 1. Officers and Directors

The Chapter Officers shall be the President, President-Elect, six Vice Presidents, Secretary, and Treasurer. There shall also be ten (10) Directors.

- a. The President shall be the prior year's President-Elect and shall serve for one year in addition to any period necessary to fill a vacancy in the office of President.
- b. The President-Elect, Secretary, and Treasurer and six Vice Presidents shall be elected annually for one-year terms as provided in Article VI. There shall be ten (10) Directors elected for two-year terms. Five (5) Directors shall be elected each year.

Section 2. Chapter Executive Committee (CEC)

- a. The CEC shall be the governing body of the Chapter and shall include the following:
 - The President
 - The President-Elect
 - The Immediate Past President
 - The Six Vice Presidents
 - The Secretary
 - The Treasurer
 - The Ten Directors
 - The 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.
- 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. Unless precluded by other sections of the Bylaws and without limitations regarding other matters, the CEC shall have among its responsibilities the following:

- (1) Promulgate 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) Review Chapter Committee, Sub-Committee and Task Force actions and programs and request those groups to appear before the CEC at appropriate times.

Section 3. Committees, Sub-Committees and Task Forces

- a. The President, after ratification by the CEC, may establish Committees, Sub-Committees and Task Forces to assist in carrying out Chapter programs and operations.
- b. The number of members comprising the Committees shall be a minimum of three and shall be determined by the amount of responsibility and work assigned.
- c. Sub-Committees and Task Forces shall have the number of members required to do the assigned task.
- d. The President shall determine the number of persons to be assigned to each Committee, Sub-Committee and Task Force and designate the Chairperson for one year. The President may appoint members of each Committee, Sub-Committee, and Task Force or may allow the Chairperson to select the members. Assignments shall be ratified by CEC.
- e. All members of a Committee, Sub-Committee and Task Force shall be Chapter members.
- f. The Nominating Committee shall consist of the President-Elect (as Committee Chairperson), a Past-Chapter President (when available) nominated by the President-Elect and approved by the CEC, and one or more member(s) selected by the CEC.
- g. The Bylaws and Policy and Procedures Committee shall consist of at least three members nominated by the President and approved by the CEC. The President shall designate the Committee Chairperson.

Section 4. 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 5. Duties of Committees, Sub-Committees and Task Forces

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

ARTICLE VI - NOMINATION, ELECTION AND FILLING OF 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 and the six Vice Presidents and not less than five (5) candidates for Director not later than 60 days prior to the last business meeting of each year. All nominees must indicate a 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 within 25 days after the nominations are published in the Chapter newsletter by the President-Elect.
- c. To be eligible for Chapter office, a member 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

Section 2. Balloting

- a. When there is a contest for an elective office, ballots will be prepared and distributed in such form as the Bylaws and Policy and Procedures Committee may designate.
- b. Ballots shall be completed and returned to the Bylaws and Policy and Procedures Committee before or at the last business meeting of the year.

Section 3. Election Results

Election results shall be tabulated as designated by the Bylaws and Policy and Procedures Committee, which shall certify the results to the President at the last business meeting of the year.

Section 4. Filling Vacancies

In the event of a vacancy occurring in the office of President, the President-Elect will succeed. In the event of a vacancy in the office of President-Elect, the office will remain vacant until a special or regular election is held. In the case of a vacancy in any other office or a Director, the CEC may fill the vacancy.

ARTICLE VII - FINANCIAL ADMINISTRATION

Section 1. Financial Responsibilities

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

Section 2. Dissolution

In case of Chapter dissolution and liquidation of its affairs, any money or other assets remaining after the payment of all obligations shall be distributed in such manner as the CEC may determine and direct, and in every case, the decisions and determination of the CEC shall be final and conclusive upon all persons in any way interested.

After paying or making provision for the payment of any outstanding liabilities, all remaining assets will be distributed exclusively for one or more of the purposes set forth in Section 501 (c)(3) of the Internal Revenue Code of 1954 or the corresponding provision of any future United States Internal Revenue Code.

Section 3. Fiscal Year

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

Section 4. Non-Inurement Clause

No part of the net earnings of the organization shall inure to the benefit of, or be distributed to, its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of its purposes.

ARTICLE VIII - AMENDMENTS TO BYLAWS

Section 1. Origination of Amendments

Proposed changes in these Bylaws shall be made in one of the following ways:

- a. By proposal, in writing from any committee to the President-Elect, or President if the President-Elect position is vacant.
- b. By proposal, in writing to the President-Elect signed by 20 percent of the Membership or thirty members of the Chapter, whichever is less.
- c. By action of the CEC, acting on a motion advanced by a member of the CEC.

Section 2. Processing Procedures

Proposals shall be submitted to the Bylaws and Policy and Procedures Committee. 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 vote. An affirmative vote by two-thirds of those voting is required for approval.

(Date of Last Amendment: June 2001)