

BYLAWS

GOVERNMENT FINANCE OFFICERS ASSOCIATION FOR THE WASHINGTON METROPOLITAN AREA

UPDATED MONTH/YEAR

BYLAWS

Article I

Meetings

SECTION I - Annual of the Membership

The annual meeting shall be between May 1 and December 31 of each year. The time and place of the annual meeting shall be determined by the Executive Board.

SECTION II – Special Meetings of the Members

Special meetings may be called by the Executive Board either when deemed expedient or upon written request of 15 members in good standing. A special meeting must be called by the Executive Board upon the written request of at least 25% of the voting membership. The Executive Board shall consider within 10 days of receipt by the Secretary any written request for a special meeting. All special meetings approved by the Executive Board or required by petition of 25% of the voting membership must be held within 60 days.

SECTION III – Notice

Written notice of all membership meetings shall be given to the full membership at least 30 calendar days in advance of such meetings.

SECTION IV – Quorum and Voting

A quorum shall consist of 20 voting members, or 10% of the eligible membership, whichever is greater. A majority vote shall determine all questions unless otherwise specified in the Constitution.

SECTION V – Rules of Order

Roberts Rules of Order, as revised, shall govern all proceedings insofar as they are not inconsistent with the Constitution and Bylaws.

Article II

Executive Board

SECTION I – Role and Membership

The Association shall be governed by an Executive Board (“Board”) that is elected by the Association membership. The Board shall consist of four (4) Officers, At Large Members and Ex-Officio Members. At least four of the At Large Members shall be members of the local business community. The Board may appoint other Ex Officio Members to the Board. The President shall recommend, for approval by the Board, one of the Board members to serve as the GFOA-WMA State Representative to the national GFOA.

SECTION II – Meetings

The Executive Board shall meet at least quarterly. A quorum shall consist of one-third of the total number of Board members (Officers, At Large Members and Ex Officio Members). All Board members, including Ex-Officio Members, may vote in matters that are decided by the Board. Special meetings of the Board may be called by the President or upon the request of any five members of the Board. At least 10 days’ notice of the time, place and purpose of all board meetings shall be given to each Board member.

SECTION III – Officers

- A. **President**- the President shall be the Chief Executive Officer of the Association and shall perform all duties customary to such office. The President shall preside at all Association Meeting. The President shall be the Chairman of the Executive Board and an ex-officio member of all other committees. The immediate Past President shall be an ex officio member of the Board.
- B. **Vice President**- the Vice President shall assist the President in the performance of all duties. In the event of the absence or disability of the President, the Vice President shall perform the duties of the President. The Vice President shall have other such powers and duties as may be prescribed by the Board. The Vice President shall also serve as Parliamentarian.
- C. **Secretary**- the Secretary shall attend and keep the minutes of all membership meeting of the Association, and meeting of the Board. The Secretary shall keep other records as may be required and shall give all required notices. The Secretary shall have other powers and duties as may be prescribed by the Board. All records of the Secretary shall be turned over to the successor Secretary.

- D. **Treasurer**- the Treasurer shall receive and disburse all monies of the Association, keep financial records of the accounts of the Association, and prepare financial reports as necessary. Upon the expiration of the term of the Office of the Treasurer. All books and records of the Treasurer shall be open for any reasonable inspection and examination. The Treasurer shall have other powers and duties as may be prescribed by the Board.

SECTION IV - Committees

The Board may establish committees that will benefit the purpose and objectives of the Association. The Board will establish those policies necessary to govern the activities and objectives of such committees. The President shall appoint the chair and all members of committees who shall serve at the President's pleasure. The establishment of any committee shall not relieve the Board of its responsibilities and powers as established by the Bylaws. The following committees shall be considered standing committees and are further described in Article IV.

- A. **Membership and Strategic Planning Committee** – the Membership Committee shall promote and encourage membership in the Association.
- B. **Education Committee** – The Education Committee shall establish, organize and promote educational programs for the membership of the Association.
- C. **Program Committee** – The Program Committee shall plan, coordinate and execute the quarterly and annual meeting of the Association.

Article III

Administration and Finance

SECTION I – Membership Structure

The Association shall have three levels of membership as follows:

1. **Government Members:** Individuals who are employed by a governmental unit in the field of finance, accounting, or other related area of fiscal management and who work or live in the Washington Metropolitan Area.
2. **Associate Members:** All other individuals who have an interest in governmental finance such as auditors, educators, actuaries, bankers and attorneys. Associate

Members may not serve as Officers of the Board or vote on amendments to the Constitution.

3. **Honorary Members:** Any person so designated by the Executive Board.

SECTION II – Dues

Annual membership dues to finance the functions of the Association shall be established by the Board. The annual dues shall be payable on application for membership and as of January 1, in each year thereafter. Membership may be suspended from the Association for delinquency in payment of dues after March 31 of each year.

SECTION III – Fees

Fees for programs and activities shall be established as deemed necessary by the Executive Board.

SECTION IV – Fiscal Year

The Fiscal year for the Association shall be from January 1 to December 31.

SECTION V – Annual Nominations

The Executive Board shall be responsible for the preparation of annual nominations for Association Officers and At Large Members. Other nominations may be made at the annual meeting by the membership.

SECTION VI – Amendments

Upon petition of 10% of the membership, or by proposal of the Executive Board, amendments to the Bylaws may be recommended to the membership present at any annual or special meeting of the Association.

SECTION VII – Disbursement Approval

The Executive Board shall establish procedures and levels of authority for disbursements.

Article IV

Standing Committees

The Bylaws of the GFOA-WMA have created Standing Committees to help the Association:

- Better its members
- Improve the members' professionalism
- Increase the membership
- Inform the membership of its activities
- Coordinate activities with the federal, state, and local governments
- Cooperate with other public finance organizations
- Respond to proposals made by the Governmental Accounting Standards Board (GASB) and other standard-setting bodies

PROGRAM COMMITTEE – Objectives

1. Establish annual event calendar: quarterly meetings, annual conferences, and special events.
2. Identify speakers, topics for quarterly meetings and annual conference.
3. Identify/select facilities for GFOA-WMA quarterly meetings, annual conferences and special events.

EDUCATION COMMITTEE – Objectives

1. To identify, develop, and promote appropriate professional education courses for the members of the GFOA-WMA.
2. To correlate and assist, where, requested, all continuing professional education programs by other GFOA-WMA committees, including Continuing Professional Education (CPE) credits offered by GFOA-WMA programs.
3. To examine all available materials from the GFOA and other sources for purposes of filling some of the needs of the GFOA-WMA members.
4. To create an awareness of the need for continuing professional education on the part of the membership.

5. To act as a resource to members by providing advice or governmental finance requirements and methods.
6. To provide forums for specific areas of interest of the membership.
7. To communicate with members concerning regional areas of interest in the District of Columbia, Maryland, and Northern Virginia.
8. To report on current matters of technical or professional nature that impact public finance, including GASB actions and federal, state and local legislation.

MEMBERSHIP AND STRATEGIC PLANNING COMMITTEE – Objectives

1. To increase the size of the GFOA-WMA membership
2. To develop and distribute information about the GFOA-WMA to all current members and potential members.
3. To encourage members' participation in GFOA-WMA program.
4. To seek out potential members.
5. To welcome new members at meetings of the GFOA-WMA and encourage others to do the same.
6. To promote the role and image of the membership and financial professionals in the area of public finance.
7. To recommend evidences of membership, length of membership and service on committees.