

# **ALASKA GOVERNMENT FINANCE OFFICERS ASSOCIATION**

## **BYLAWS**

### **ARTICLE I - NAME**

The name of this Association shall be ALASKA GOVERNMENT FINANCE OFFICERS ASSOCIATION (“AGFOA”).

### **ARTICLE II - PURPOSE**

The purpose of the AGFOA shall be to promote professionalism and excellence in governmental financial management by fostering growth through support, education, and recognition and by actively participating in the advancement of the discipline through influencing and improving standards, policies and legislation for the benefit of AGFOA members and communities.

### **ARTICLE III - MEMBERSHIP**

#### **SECTION A. Memberships**

- (1) Active Member (“Active Member”): Any duly acting finance, accounting, budget, audit or administrative related employee whether elected, appointed or employed in a public jurisdiction in the State of Alaska.
- (2) Associate Member (“Associate Member”): Any other person not eligible for active membership but who is interested in the principles and practices of governmental finance, and who subscribes to the purposes of AGFOA.
- (3) Honorary Member (“Honorary Member”): Any former Active Member or Associate Member who has made an outstanding contribution to AGFOA and to the advancement of governmental finance or accounting that has been awarded honorary membership by the Executive Board (“Executive Board”) (see SEC. D).
- (4) Membership vests in the individual and, as such, is nontransferable.

#### **SECTION B. Dues and Assessments**

- (1) Dues shall be determined no less than annually by the Executive Board. Dues will be payable annually, on a calendar year basis, and will be due January 1 of each year. Members who permit their dues to remain unpaid on March 31 shall be automatically suspended from membership until all dues are paid. Dues for Associate Members shall not exceed dues for

Active Members.

- (2) No assessments, other than dues, may be levied except by affirmative vote of two-thirds (2/3) of Active Members in good standing. Said vote shall be taken by mailed ballot or at any regular meeting.

### **SECTION C. Voting**

- (1) Active Members in good standing are entitled to vote on each matter submitted to a vote of the Members.
- (2) Associate Members in good standing are entitled to vote only in the election of Associate Members.

### **SECTION D. Honorary Membership**

- (1) Benefits: Formal acknowledgement of contributions to AGFOA and membership dues waived for life.
- (2) Nomination Procedure: Awarding of an Honorary Membership shall be considered by the Executive Board after a nomination from an Active Member has been submitted in writing to the Board. The Executive Board shall vote on the nomination. Typically, nominations are not submitted to the Board until after the retirement from government service, or after termination of service in the state of Alaska, by the member being nominated.
- (3) Termination of Benefits: The designation and benefits of being an Honorary Member can only be terminated by an action of the Board after voting that the member has by his or her actions discredited AGFOA or discredits AGFOA by being a member of it.
- (4) Criteria To Be Considered In Awarding Honorary Membership: In considering a nomination, the Board should use a broad approach in its deliberations, as no two members' contributions to AGFOA will ever be the same. Specific items or contributions that shall be considered, however, include the following: service as a board member, service as a committee(s) member, length of time as an AGFOA member, contributions to the AGFOA as an Active Member, and the contribution of some distinguished service rendered to the AGFOA. Also considered should be the nominee's contributions to the professionalism and excellence in governmental financial management as demonstrated by fostering growth through support, education, recognition, and by active participation in the advancement of the discipline through influencing and improving standards, policies and legislation for the benefit of AGFOA members and committees.

## **ARTICLE IV – EXECUTIVE BOARD AND OFFICERS**

### **SECTION A. Number and Qualification**

The affairs of AGFOA shall be governed by an Executive Board of not less than twelve (12) Members. One (1) shall be the immediate Past-President, nine (9) of the Members shall be Active Members, and two (2) shall be Associate Members. At least one (1) of the Associate Members shall be a delegate residing in Alaska. Any Associate Board Member shall have been a member of AGFOA for at least two (2) years. All Past Presidents who are Active Members (as defined in ART.

III, SEC. A (1)), shall be “Ex-Officio” members of the Executive Board. For AGFOA’s purposes: Ex-Officio members are board members whose input and historical experience is sought but who do not cast votes at board meetings.

### **SECTION B. Selection**

Active Members shall be elected at-large for a term of three years. Associate Members shall be: (1) selected by the Nominating Committee (“Nominating Committee”) and (2) elected at-large by both the Active Members and the Associate Members for a term of three years.

### **SECTION C. Officers**

- (1) Officers of AGFOA must be Active Members and shall include a President (who shall automatically assume the office after serving one year as President-Elect), a President-Elect, a Secretary and a Treasurer.
- (2) All officers shall assume office following their election at the fall meeting. The President-Elect will serve one year as President following one year as President-Elect and the Secretary and Treasurer will be elected to a two-year term, or until their successors have been duly elected.

### **SECTION D. Duties and Responsibilities**

- (1) Duties of officers shall correspond generally to those duties that normally devolve upon such officers. The Executive Board shall be the governing body, act on behalf of AGFOA, and set policies and administrative procedures not specifically covered in these Bylaws.
- (2) It shall be the duty of the Board to transact the business of AGFOA which includes resolving policy issues, providing notification to all board members and committee members of all board meetings, to make the arrangements for meetings as to time, place and program; to study all matters referred to it by the members of AGFOA; and to perform such other duties as may be deemed to pertain to the advancement, welfare and the best interests of AGFOA and its members.
- (3) Active Executive Board Members and Associate Board Members shall have voting authority at Board meetings.
- (4) The outgoing Treasurer will be responsible for closing out the financial records after the fall conference and will turn the books over to the incoming treasurer within 30 days of the election.

### **SECTION E. Standing Committees**

The President shall appoint all standing committees and such committees as may, from time to time, seem necessary, subject to the approval of the majority of the Executive Board. Committee members may be either Active or Associate Members. The President shall be an Ex-Officio Member of all standing and appointed committees except the Nominating Committee.

The President shall be a nonvoting member on committees and shall cast the deciding vote if balloting results in a tie.

The Membership Committee shall be appointed annually by the President. The purpose of the Membership Committee shall be to recruit and support new and current members of AGFOA.

The Scholarship Committee shall be appointed annually by the President. The purpose of the Scholarship Committee shall be to solicit, receive, and review college scholarship applications with the purpose of making recipient recommendations to the AGFOA Board of Directors.

#### **SECTION F. Quorum**

A quorum of the Executive Board shall consist of seven persons for the purpose of transacting business of AGFOA.

#### **SECTION G. Termination**

- (1) Each member of the Executive Board is subject to automatic termination from the Board upon sustaining three consecutive absences from business meetings of the Board. Each conference shall constitute a single meeting for purposes of this rule.
- (2) The President, with concurrence of the majority of the Executive Board, may request the resignation of a Board Member who is not fulfilling the responsibilities of the position.

#### **SECTION H. Vacancies**

- (1) Vacancies shall be filled by a majority vote of the Executive Board; the person selected shall serve during the remainder of the unexpired term of his/her predecessor.
- (2) A vacancy of an Active Member shall be considered to exist when a Board Member or representative is no longer an Active Member.
- (3) In the case of the vacancy of the President, the following priorities for filling the vacancy shall be adhered to: 1<sup>st</sup>) the President-Elect shall fill the position of the President for the unexpired term, and for his/her normal upcoming term. 2<sup>nd</sup>) the immediate Past President, 3<sup>rd</sup>) any active past President, after appointment by the Executive Board, and 4<sup>th</sup>) any Board Member with at least two years current experience on the Board, after appointment by the Executive Board.
- (4) In the case of a vacancy of the President-Elect, the following priorities for filling vacancy shall be adhered to: 1<sup>st</sup>) an Active Past President will be appointed by the Executive Board to serve the unexpired term of office. 2<sup>nd</sup>) any Board Member with at least two years current experience on the Board, after appointment by the Executive Board.
- 5) In the case of a vacancy of both the President and President-Elect, the most recent past president available will fill the President position until the next regular election and the Executive Board will appoint a President-Elect until the next regular election. Should these, or a position remain unfilled, look to (3) and (4) above for guidance.
- (6) Voluntary vacancies shall become effective upon the receipt of, and the acceptance of, a written

resignation letter by the Executive Board.

#### **SECTION I. GFOA Representative**

The Executive Board shall recommend to the President of the Government Finance Officers Association of the United States and Canada (“GFOA”) that the immediate Past President or other Active Past President, if the immediate Past President cannot serve, be appointed as the State Representative to the GFOA for a term of two years.

#### **SECTION J. AML Representative**

The Executive Board shall recommend to the President of the Alaska Municipal League (“AML”) that the non-GFOA-appointed Past President be appointed as the Representative to the AML for a term of two years.

#### **SECTION K. Review**

All actions of the Executive Board are subject to review by a vote of the Active Membership, and may be revoked by a two-thirds (2/3) vote of Active Members present at any regular meeting.

### **ARTICLE V - ELECTION OF OFFICERS AND BOARD**

#### **SECTION A. Nominating Committee**

The President shall appoint every year a Nominating Committee consisting of three persons who are Active Members in good standing, who are in attendance at the annual meeting. This committee shall elect 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 meeting. The committee chair shall publicize to all Active Members what positions will be coming available in enough time prior to the annual meeting that members may make recommendations to the committee. A notification in the newsletter shall meet this requirement. Additional nominations may be made from the floor at the annual meeting by any Active Member in good standing.

#### **SECTION B. Elections**

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

### **ARTICLE VI - ANNUAL AND SPECIAL MEETINGS**

#### **SECTION A.**

AGFOA shall hold two meetings each year. An appropriate notice shall be given to each Active Member at least 30 days prior to the annual meeting. The election of the Officers and the Executive Board shall be conducted at the annual meeting held in the fall of the year.

**SECTION B.**

Special meetings may be held upon the call of the President at such times as in his/her judgment he/she deems it advisable for the general welfare of AGFOA, provided, however, that written notice shall be given to Active Members at least 10 days in advance of such meeting. At special meetings, only those matters specified in the call may be considered.

**ARTICLE VII – SCHOLARSHIPS**

It shall be the policy of AGFOA to encourage membership in the organization and in the profession of government finance. To that end, AGFOA shall offer as organizational finances permit, the following scholarships, the number and amounts being determined by the Board of Directors.

**SECTION A. Conference Scholarships**

AGFOA shall annually offer scholarships to first time attendees of an AGFOA conference. These scholarships shall be known as the AGFOA Conference Scholarships. The selection of candidates to be awarded scholarships shall be conducted by the Membership Committee. The AGFOA Treasurer and the Chair of the Membership Committee shall be responsible for maintaining scholarship records and preparing reports. Scholarships shall be awarded by the AGFOA Board of Directors, based upon the recommendation of the Membership Committee. Scholarships will cover the costs of registration fees only. Successful applicants will be responsible for their own transportation, accommodations, and other conference expenses.

**SECTION B. College Scholarships**

AGFOA shall annually offer scholarships to college students preparing for a career in state and local government finances. The selection of candidates to be awarded scholarships shall be conducted by the Scholarship Committee. The AGFOA Treasurer and the Chair of the Scholarship Committee shall be responsible for maintaining scholarship records. Scholarships shall be awarded by the AGFOA Board of Directors, based upon the recommendation of the Scholarship Committee.

**ARTICLE VIII - AMENDMENT OF BYLAWS**

**SECTION A.**

These Bylaws may be amended at any regular annual meeting of AGFOA by a two-thirds (2/3) vote of the Active Members present, providing that written notice of the proposed amendment has been given to all Active Members at least thirty (30) days before the meeting.

**SECTION B.**

In the absence of specific text in these articles as to the conduct of the affairs of AGFOA, Robert's Rules of Order (revised) shall prevail, as may be applicable in the premises.

Adopted: November 9, 2004

Amended November 15, 2016

President: Kristin Erchinger

Secretary: Marti Wilkison

Dated: November 9, 2004