

ASSOCIATION OF GOVERNMENT ACCOUNTANTS

Portland Chapter Bylaws

October 20, 2011

TABLE OF CONTENTS

<i>Article I</i>	5
Name	5
<i>Article II</i>	5
Association Mission Purpose and Objectives	5
SECTION 1. MISSION AND PURPOSE.....	5
SECTION 2. OBJECTIVES.....	5
<i>Article III</i>	6
Code of Ethics	6
SECTION 1. PURPOSE.....	6
<i>Article IV</i>	6
Membership	6
SECTION 1. MEMBERS.....	6
SECTION 2. FULL GOVERNMENT MEMBERS.....	6
SECTION 3. PRIVATE SECTOR MEMBERS.....	7
SECTION 4. EARLY CAREER MEMBERS.....	7
SECTION 5. STUDENT MEMBERS.....	7
SECTION 6. RETIRED MEMBERS.....	7
SECTION 7. LIFETIME MEMBERS.....	7
SECTION 8. HONORARY MEMBERS.....	7
SECTION 9. CORPORATE MEMBERS.....	7
SECTION 10. GROUP MEMBERS.....	7
SECTION 11. DUTIES OF MEMBERS.....	8
SECTION 12. RESIGNATION OF MEMBERS.....	8
SECTION 13. REMOVAL OF MEMBERS.....	8
SECTION 14. REINSTATEMENT.....	8
<i>Article V</i>	8
Meetings of Members	8
SECTION 1. CALLS TO MEETING.....	8
SECTION 2. NOTICE OF MEETINGS.....	9
SECTION 3. QUORUM.....	9
SECTION 4. VOTING RIGHTS.....	9
<i>Article VI</i>	9
Chapter Governance	9
SECTION 1. CHAPTER EXECUTIVE COMMITTEE (CEC).....	9
<i>Article VII</i>	10
Chapter Officers and Directors	10
SECTION 1. CHAPTER OFFICERS.....	10
SECTION 2. CHAPTER DIRECTORS.....	10
<i>Article VIII</i>	11

Nomination, Election and Filling	11
Vacancies for Officers and Directors	11
SECTION 1. NOMINATIONS	11
SECTION 2. CAMPAIGNING	11
SECTION 3. BALLOTING.....	12
SECTION 4. ELECTION RESULTS.....	12
SECTION 5. FILLING OF VACANCIES	12
Article IX	12
Boards,	12
Committees, Councils and Task Forces	12
SECTION 1. FORMATION.....	12
SECTION 2. MEMBERSHIP.....	13
SECTION 3. TERMS OF OFFICE	13
SECTION 4. RESPONSIBILITIES	14
Article X	14
Fiscal, Membership, and Program Years	14
SECTION 1. FISCAL YEAR.....	14
SECTION 2. MEMBERSHIP AND RECOGNITION YEAR.....	14
Article XI	14
Financial Responsibilities	14
SECTION 1. AUTHORITY	14
SECTION 2. BUDGET	14
Article XII	15
Dues	15
SECTION 1. DUES	15
SECTION 2. WAIVER OF DUES - MILITARY DUES.....	15
Article XIII	15
Dissolution	15
Article XIV	16
Parliamentary Authority	16
Article XV	16
Amendments	16
SECTION 1. GENERAL	16
SECTION 2. ORIGINATION OF BYLAWS AND POLICIES AND PROCEDURES AMENDMENTS	16
SECTION 3. PROCESSING PROCEDURES	16
Article XVI	17
Liability of Officers and Indemnification	17
SECTION 1. LIMITATION ON LIABILITY.....	17

SECTION 2. INDEMNIFICATION..... 17
Appendix A *1*
AGA Portland Chapter: Position Descriptions..... **1**

Association of Government Accountants Portland Chapter

BYLAWS

Article I

Name

The name of this organization is the Association of Government Accountants – Portland Chapter (hereinafter 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 Mission Purpose and Objectives

SECTION 1. MISSION AND PURPOSE

AGA serves government accountability professionals 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.

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 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 Code of Ethics.

Article IV

Membership

SECTION 1. MEMBERS

The members of the Association shall consist of Full Government Members, Private Sector Members, Early Career Members, Student Members, Retired Members, Lifetime Members, Honorary Members, Corporate Members and Group Members.

SECTION 2. FULL GOVERNMENT MEMBERS

This class of membership requires three or more years of government experience acceptable to the Membership Committee, involving the professional performance of

financial management activities in an operational, administrative and/or supervisory capacity. This class is also available to individuals with similar experience outside the government who are engaged in educational activities having the same objectives as the Association, or who have made a contribution toward the improvement of government financial management.

SECTION 3. PRIVATE SECTOR MEMBERS

This class of membership is available to individuals working for commercial activities/ventures (e.g., see Section 9 below) that are actively engaged in and support AGA's purpose and objectives.

SECTION 4. EARLY CAREER MEMBERS

This class of membership is available to government employees with less than three years experience..

SECTION 5. STUDENT MEMBERS

This class of membership is available to 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 6. RETIRED MEMBERS

This class of membership is available to individuals who have permanently retired from and are not working in the field of financial management.

SECTION 7. 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 8. 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 9. 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 10. GROUP MEMBERS

This class of membership is available to government entities whose employees meet the requirements for Full Government Membership under Section 2 above.

SECTION 11. DUTIES OF MEMBERS

It is the duty and responsibility of members to:

- (a) Endorse the purpose and objectives of the Chapter and the Association;
- (b) Uphold and be guided in their professional conduct by the Association's Code of Ethics; and
- (g) Cooperate with Professional Ethics Board in any investigations of violations of the Code of Ethics.

SECTION 12. RESIGNATION OF MEMBERS

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

SECTION 13. REMOVAL OF MEMBERS

- (a) Disciplining of members is performed by the Association under the terms of the AGA Bylaws and as provided in the Association'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 Association. 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) Membership in the Association may be suspended by the National Executive Committee as provided in the Association's Policies and Procedures.

SECTION 14. REINSTATEMENT

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

Article V

Meetings of Members

SECTION 1. CALLS TO MEETING

General membership meetings to advance the objectives of the Chapter may be called on such dates, times and places as may be designated by the Chapter President. Special membership meetings may be called by members having at least 1/5 of the votes entitled to be cast at such meeting.

SECTION 2. NOTICE OF MEETINGS

Notice of each general membership meeting of the Chapter must be provided to each member of the Chapter at least five days prior to the meeting. Notice of a special membership meeting must be provided to each member of the Chapter at least five days before the date of the meeting.

SECTION 3. QUORUM

Twenty percent of the members or 10 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

Each chapter member, through the member's right to vote on chapter matters, elects the representatives to the Associations National Board of Directors.

Article VI

Chapter Governance

SECTION 1. CHAPTER EXECUTIVE COMMITTEE (CEC)

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

Chapter President (Chair of the CEC)
Chapter President-elect (Vice-Chair of the CEC)
Immediate Past Chapter President
Chapter Secretary
Chapter Treasurer, and
Chapter Directors

- (b) CEC Meetings and Quorum: The CEC shall meet preferably monthly at the call of the Chapter President or three members of the CEC. A quorum for the CEC meetings is four persons.
- (c) CEC Voting Action: Matters requiring a vote by the CEC shall be approved by a majority of those present and voting.
- (d) The President shall preside at all meetings. In the absence of the President, the officer to preside shall be determined in the following succession: President-elect, Immediate Past President, Secretary, Treasurer, and Treasurer-Elect.
- (e) 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

majority of the CEC members is required to approve a matter presented.

- (f) Unless precluded by other sections of the Bylaws and without limitations regarding other matters, the CEC shall have among its responsibilities the following matters:
 - (1) Promulgate the policies and programs of the Association and Chapter.
 - (2) Adopt an Annual Budget and approve revisions thereof in excess of ten percent of budgeted expenditures.
 - (3) Establish a Chapter dues schedule for all classes of Chapter members.
 - (4) Develop a Policy and Procedures Manual for the Chapter and see that it is implemented. Also approve all changes in the manual.
 - (5) Review all actions and programs of the Chapter's Committees, Sub-committees, and Task Forces. The CEC may require a Committee, Sub-committee or Task Force to appear before it at appropriate times.

Article VII

Chapter Officers and Directors

SECTION 1. CHAPTER OFFICERS

- (a) The Chapter Officers shall be the President, President-Elect, Immediate Past President, Secretary, and Treasurer. There shall also be no more than five Directors.
- (b) The President shall be the prior year's President-elect and shall serve for a one-year term in addition to any period in which he/she filled a vacancy in the office of President. The Treasurer may be the prior year's Treasurer-elect (if applicable) and may serve for a one-year term in addition to any period in which he/she filled a vacancy in the office of Treasurer.
- (c) The President-elect, Treasurer-elect and Secretary may be elected annually for a one-year term as provided in Article VIII.

SECTION 2. CHAPTER DIRECTORS

- (a) The Chapter Directors shall include at least the following positions:

Director of Bylaws and Procedures
Director of Communications (Newsletter/website, etc.)
Director of Community Service
Director of Education
Director of Membership (may include early careers)

- (b) Directors may be elected annually for two-year terms. Half of the Directors may be elected in odd number years, and the other half of the Directors may be elected in even number years.

Article VIII

Nomination, Election and Filling

Vacancies for Officers and Directors

SECTION 1. NOMINATIONS

- (a) The Nominating Committee may select from the names submitted to it by the chapter membership, including a member of the Nominating Committee, one candidate each for the offices of President-elect, Treasurer-elect, and Secretary, and not more than five candidates for Directors, not later than **January 1st** of each year. All nominees must indicate their willingness to serve if elected.
- (b) Any of the Chapter members may submit an independent nomination for President-elect, Treasurer-elect, Secretary or Director. Such nominations, which will be included on the ballot, must reflect the willingness of the individual to serve and be filed with the Chapter President-Elect by **February 15th** of any year.
- (c) To be eligible for office as President-elect, Treasurer-Elect, Secretary or Director in the Chapter, a member must be a member in good standing.
- (d) The Chapter Nominating Committee shall ensure that the professional background of the President-elect, Treasurer-elect, Secretary, 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 in such form as the Chapter's Bylaws and Procedures Committee may designate.
- (b) If an election for the Chapter President-elect, Chapter Treasurer-elect, Secretary or a Director is required, the Chapter members shall cast the votes after *February 15th* and not later than *April 30th*.

SECTION 4. ELECTION RESULTS

Results of elections shall be tabulated as designated by the Chapter's Bylaws and Procedures Committee, which shall certify the results to the Chapter President no later than *May 15th*. 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 OF 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 office of Treasurer, the Treasurer-elect will succeed to the office of Treasurer. In the event of a vacancy occurring in the offices of President-elect, and/or Treasurer-elect, and such vacancy occurs prior to November 1, 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 or Director before the term is completed, a Chapter member will be appointed to serve the un-expired 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 or Director position, and the appointment shall be ratified by the CEC.

Article IX

Boards, Committees, Councils 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, upon ratification by the CEC, may establish such Committees, Sub-Committees and Task Forces as may be needed to assist the CEC and the Chapter President in carrying out the programs and operations of the Chapter.

SECTION 2. MEMBERSHIP

- (a) The number of members comprising Boards, Committees, Councils and Task Forces shall be determined by the scope 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 Boards, Committees or Task Forces, except the Audit Committee and Senior Advisory Council, must be members in good standing of the Association and Chapter.
- (e) Nominating Committee: The Immediate Past national President shall chair the nominating Committee. The Nominating Committee shall consist of: the President-Elect; one Past Chapter President appointed by the Chapter President, the Immediate Past Chapter Treasurer; and one Chapter member selected by the CEC. The Chapter President shall appoint the Chairperson of the Committee from among its members.

SECTION 3. TERMS OF OFFICE

- (a) Members of Committees shall be appointed for a three-year term. The terms shall be such that one-third (1/3) of the membership shall be appointed each year. Members may be re-appointed for an additional term(s).
- (b) Each member of a Board, Committee, Council or Task Force shall be reconfirmed annually and may receive a letter from the Chapter President, or the Chapter President's designee confirming their continued appointment.
- (c) Nominating Committee members will serve one-year terms, which may be renewed.

- (d) Members of Councils and Task Forces shall be appointed for the duration of the Council or Task Force.

SECTION 4. RESPONSIBILITIES

The responsibilities of the Boards, Committees, Councils, and Task Forces shall be specified in these Bylaws and/or stated in the Policies and Procedures adopted by the Chapter Executive Committee.

Article X

Fiscal, Membership, and Program Years

SECTION 1. FISCAL YEAR

The fiscal year of the Chapter shall end at the close of business on the 30th day of June of each year. ***NOTE: The Association fiscal year ends on March 31st.***

SECTION 2. MEMBERSHIP AND RECOGNITION YEAR

The membership and recognition year of the Chapter shall end at the close of business no later than the 30th day of June of each year.

SECTION 3. PROGRAM YEAR

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

Article XI

Financial Responsibilities

SECTION 1. AUTHORITY

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

SECTION 2. BUDGET

Approval of the budget by the Chapter Executive Committee shall constitute authority for the responsible officials of the Chapter 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 (10%), unless this expense has the advance approval of the Chapter Executive Committee.

Article XII

Dues

SECTION 1. DUES

- (a) The Chapter portion of the annual dues rates for the different classes and categories of membership shall be set by a two-thirds (2/3) vote of the CEC.
- (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 (*enter name of court*) 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

Robert's Rules of Order, Newly Revised, shall govern all meetings of the Chapter unless otherwise provided by statute, the Articles of Incorporation of the Chapter, or these bylaws.

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 submitted in the following manner:

- (a) By proposal, in writing, to the President-Elect, or President if the President-Elect position is vacant, from any Chapter Committee or the National Office.
- (b) By proposal, in writing to the President-Elect signed by ten percent of the membership or five 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 Bylaws changes to the Chapter membership for a vote. An affirmative vote by two-thirds of those

Chapter members 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 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 whatsoever.

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.

- (d) The Chapter may purchase and maintain insurance on behalf of any person who is or was a chapter officer or director of the Chapter, against any liability asserted against him or her and incurred by his or her status as such, whether or not the Chapter would have the power to indemnify him or her against such liability under the provisions herein.

Appendix A

AGA Portland Chapter: Position Descriptions (May 2011)

These position descriptions were created using AGA's Leadership Handbook for National, Regional & Chapter Leaders (February 2011) <http://www.agacgfm.org/about/downloads/LeadershipHandbook.pdf> Portland Chapter specific duties were added in bold at the end of the information copied from the AGA Leadership Handbook.

This handbook should be used to guide Board members in their roles on the Board. The information in this appendix are suggestions and not rules. Tasks and job descriptions are always flexible. Open communication with the Board is helpful if someone wishes to take on additional responsibilities/tasks, or needs help completing those that fall under their position description.

Position descriptions contained in this document:

Title	Page
President _____	2
President Elect _____	3
Immediate Past President _____	4
Secretary _____	5
Treasurer _____	6
Awards Chair _____	8
CGFM Chair _____	10
Bylaws & Procedures Chair _____	12
Communication Director _____	13
Community Service Director _____	14
Education Director _____	15
Membership Director _____	17
Historian _____	18

Chapter President

The Chapter President leads and directs the chapter through its various programs and events. The success of chapter operations during the year depends to a great extent on the initiative and creativity demonstrated by the president.

Keeping the membership informed about the Association's activities and motivating the membership to take an active part in AGA's programs constitute an important part of the Chapter President's responsibilities. All Chapter Presidents are members of the National Board of Directors (NBD) and participate in policy decisions affecting AGA.

Chapter Presidents receive information about the goals of AGA through Association communications and subsequently plan programs at the local level to attain these goals. In addition to the general leadership of the chapter and the motivation of the chapter members, the president is responsible for managing committee or board activities personally or through an appointed representative, as well as championing the AGA and chapter with employers, colleges and universities, the media, etc. This includes:

- Attending annual meetings of the National Board of Directors. President-elects are encouraged to attend the PDC and NBD, annual meeting prior to becoming chapter president.
- Adhering to the national and chapter bylaws as well as resolutions and rules regulating the administration of the chapter.
- Keeping the Regional Vice President and, through the National Office, the National President and the NEC fully informed about chapter activities.
- Calling meetings of the membership as prescribed in the chapter bylaws or as may be deemed necessary.
- Presiding at meetings of the Chapter Executive Committee.
- Chairing meetings of the membership.
- Appointing committee chairs, as prescribed in the chapter bylaws.
- Serving as an ex-officio member of all committees.
- Monitoring the election of chapter officers.
- Participating in meetings with employers, the media, etc. to promote the AGA and chapter.
- Ensuring that the chapter is registered with the State Board of Accountancy where required, to offer CPEs. Note, the Oregon Board of Accountancy does not require pre-registration of CPE providers for programs hosted by the chapter. The program must comply with OAR 801-040 to be eligible for CPE credit in Oregon.

- **Track and enter Chapter Recognition Points on a quarterly basis.**

Chapter President-Elect

- Participating in the SLM.
 - The Chapter President-Elect assists the Chapter President and other officers and board members in carrying out their duties.
 - The Chapter President may also assign other specific functions to the President-Elect, such as the preparation of the CRP.
 - In the event that the Chapter President's position becomes vacant, the President-Elect discharges the responsibilities of the office of the president until the expiration of the president's term or until the election of a Chapter President to complete the term.
 - The Chapter President-Elect should also chair the nominating committee to have a direct hand in selecting officers and directors that following year.
 - The chapter bylaws should provide guidance concerning vacancies for chapter officers and directors.
-
- **Holds primary responsibility for planning the annual Portland AGA Chapter Conference, see conference planning steps document for a how-to guide**

Immediate Past President

The Immediate Past President is an important member of the CEC who can:

- Provide guidance to the Chapter President.
- Offer continuity in chapter governance.
- Serve as a special projects leader or chair of a designated task force (such as coordinate anniversary celebrations).
- Represent the chapter as an RVP, Regional Coordinator or on a national committee or task force.
- Help identify future chapter leaders.
- Help market the chapter with employers.
- Function as a liaison with other associations and organizations, academia, etc.

Chapter Secretary

- The primary duty of the Chapter Secretary is to maintain the minutes of the Chapter Executive Committee meetings, obtain approval of the minutes by the CEC, and ensure the minutes are published in the chapter newsletter and/or on the chapter website.
 - The Secretary can be both a recording and corresponding secretary for the chapter and, as such can serve as a communications liaison between the chapter, the Regional Vice President and the national Association.
 - As custodian of the official chapter files, the Secretary may also be the chapter historian.
 - The Secretary can also issue notices of meetings; after consultation with the President, prepare the agenda of matters to be covered; keep a record of attendance; and prepare the minutes.
-
- **Check the Chapter PO box (815 NE Schuyler Street) at least once every three weeks during the “normal” part of the year. During the annual conference season (6 weeks before the conference-4 weeks after the conference), check the PO box once a week. The week before the conference-day of the conference, the PO box may need to be checked daily.**
 - **Secretary is responsible for the PO box key, but the key’s “home” should be BPA. The Secretary should store the key in a location accessible and known by all Board members so that the PO box can be checked during Secretary’s absence.**
 - **Ensure that mail gets to the appropriate people (ie, bills and checks to the treasurer in a timely manner). Non-essential mail can be given to people at board meetings. If needed, please open mail to assess where it needs to go.**
 - **When the Secretary is not able to attend Board meetings, they will coordinate with another Board member to record the minutes.**

****Note, Secretary and Education Chair will divide responsibilities for the monthly AGA Audio conferences.**

Duties include: setting up the course(s) in HRMIS (BPAs HR training system), reserving the room and audio equipment, running the slide show, etc during the conference, and invoicing BPA and/or other participants.

Chapter Treasurer

The Chapter Treasurer is the custodian of chapter funds and is responsible for chapter financial records and reports, including the maintenance of adequate records of all transactions involving chapter funds. Duties can include:

- Preparing the chapter's annual consolidated budget.
- Promptly depositing all receipts of the chapter in a bank account maintained in the name of the chapter.
- Making disbursements from the chapter account only on behalf of the chapter and supported by appropriate documentation. Dual signatures should be considered for large disbursements. Such thresholds should be established by the Chapter Executive Committee.
- Establishing petty cash funds for special purposes when approved by a vote of the Chapter Executive Committee.
- Presenting all bills for chapter expenses to the Chapter Executive Committee and the Chapter Finance Committee chair.
- Upon approval by the responsible committee or by authorization of the president (according to chapter policy), paying the bills with a check drawn upon the chapter's account, except for disbursements made from the chapter's petty cash fund.
- Presenting, at least once a month, a financial report to the Chapter Executive Committee.
- Recording revenues for all chapter activities forwarded by the responsible committee and paying any expenses in connection with these functions. These collections and payments must be included in the reports of chapter receipts and disbursements.
- Preparing financial reports required by federal, state or local government jurisdictions in a timely manner, submitting these reports to the Chapter President (or appointed representative) prior to transmitting them to the agency involved.
- Determining if the chapter is required to file an IRS Form 990 or Form 990EZ.

The chapter's books and records should be made available to the Chapter Executive Committee at any time and are subject to audit or review at least annually. Following chapter policy, the auditor(s) may be an appointed committee, or a person selected by the President or the Chapter Executive Committee, or a Certified Public Accounting firm. In most instances, it is not cost beneficial to have a full annual audit. Instead, a review or an agreed-upon procedures audit would be sufficient. The Chapter Executive Committee, often at the recommendation of the Chapter Treasurer, usually approves the selection of the bank in which the chapter will establish its checking account. Bank resolutions and appropriate signature cards are required to establish a bank account in the name of the chapter. Unless it is inconvenient to the Treasurer, the same bank should normally be used from year-to-year. When choosing the depository, the Chapter Executive Committee must also decide the number of signatures required to withdraw funds from the checking account. Most chapters stipulate that two signatures are appropriate— usually the President and the Treasurer.

The Treasurer is responsible for ensuring that the signature authorization forms from the approved bank are signed by the designated chapter officials and given to the chapter secretary, who will, in turn, authenticate the chapter's approval of the signatures. The Secretary usually arranges for the forms to be returned to the bank.

- **Coordinate with the Secretary (who is responsible for checking the Chapter PO Box), to ensure that treasurer receives all checks and payments in a timely manner.**
- **At the beginning of each year, coordinate with AGA President to get them signing authority.**
- **Obtain approval from the Board if planning deviations from normal bank account procedures (moving money to new account, getting debit card, etc).**
- **Keeps an accurate and detailed account of all monies received and paid out.**
- **Submits a report at regular Board meetings.**
- **Deposits all monies timely in a bank approved by the Board.**
- **Pays by check all bills authorized; two signatures of Board members are required on each check when applicable.**
- **Reconciles each bank account monthly; attaches deposit slips and bills; submits to President for review and signature.**
- **Performs follow-up procedures on returned checks.**
- **Keeps cancelled checks, paid bills, etc. for five years.**
- **Prepares annual AGA budget and presents at Board meeting or member meeting for discussion and approval.**
- **Generally, is aware of and monitor controls to safeguard AGA assets and maintain integrity of records.**
- **Prepares and files National AGA reports for the Portland AGA (year-end is June 30).**

Chapter Awards Program

The Awards Director generally has the responsibility of:

- Soliciting nominations for the chapter awards.
- Organizing and chairing the awards committee meeting to select the recipients.
- Obtaining award plaques or certificates.
- Planning the award ceremony, which may be included as part of chapter education event, a chapter program event, or an evening social event.

The chapter awards program serves as a means to reward those in the government financial community who have contributed to the chapter or its goals. It is an opportunity for the recipients to be recognized by their peers. Award categories may include:

- **Government Financial Manager of the Year:** To recognize an outstanding government financial leader who has led extraordinary initiatives in his/her employment that made a significant contribution to the government financial community.
- **Chapter Ambassador Award:** To recognize a chapter member's outstanding efforts in publicizing AGA's mission, activities and benefits.
- **Professional Development Award:** To recognize an individual's efforts in providing continuing education opportunities for government financial managers and recognizes the importance of life-long learning.
- **Community Service Award:** To recognize a member's personal commitment to community service projects sponsored by AGA and other community activities.

National Awards Program

The National AGA awards program depends on the hard work of these enthusiastic leaders to promote the awards opportunities and to develop and submit nominations.

Chapters receive credits for submitting awards nominations.
(See Chapter Recognition Program for more information.)

Each year, AGA presents a series of awards designed to recognize excellence in government accountability:

National Awards, PDC

The AGA National President presents these awards each year at the Professional Development Conference & Exposition. They include the Frank Greathouse Award, Achievement of the Year Award and many others. AGA also recognizes chapters with the Chapter Education Award, the Community Service Award and the Chapter Service Award and Chapter CGFM Award.

Federal, State, Local and Private Sector Leadership Awards

The AGA National President presents these awards each year at the National Leadership Conference. Chapter Awards Directors are encouraged to contact the National Office for either a listing of prior recipients or help completing the awards forms. Simply contact Louise Kapelewski at lkapelewski@agacgfm.org or 800.AGA.7211, ext. 321.

- **Create Board service certificates and purchase gifts for members for annual Chapter celebration event**
- **Coordinate with President on the Awards event**
- **Order Presidents Award (Chucks Trophy, Portland OR) at end of the year to be presented by the President Elect to the current President at the annual Chapter celebration event**

CGFM Director or Chair

CGFM Chairs play an important role in promoting the CGFM Program. They work closely with other program directors and committees to identify potential CGFM candidates.

The CGFM Chair is usually responsible for:

- Promoting the CGFM credential to members and nonmembers as well as to state and local government officials for recognition and incentives.
- Supporting individuals striving to maintain the CGFM.
- Answering questions raised by current and potential CGFM.

CGFM Chairs work with Certification Regional Coordinators on important projects like CGFM Month initiative and share ideas and best practices with their counterparts. CGFM Chairs are part of the CGFM listserv used by AGA National to disseminate information about CGFM news and activities (promotions, events, etc.), share tips and send out articles related to the CGFM designation. The CGFM designation is also an important recruitment and retention tool for the chapter, particularly for early career members and other potential members. Some chapters have recognized the importance of this position and have elevated it to an officer position on the CEC.

Chapter Committees

Chapters are encouraged to establish as many committees as may be required for efficient chapter operations and development of quality chapter programs. Depending on your chapter's size, you may have only four or five committees. One of your most important responsibilities is to use your volunteers effectively, add to the core of active volunteers and recognize your volunteers throughout the year for their efforts. Shared leadership is a key ingredient to a successful chapter and it is important that chapter officers and chairs become actively involved in fulfilling their respective responsibilities. Chapter bylaws detail the committees authorized by the chapter; their size; and the selection process for identifying committee chairs. Although committee chairs may be selected through election or appointment, the Chapter President usually makes individual committee assignments.

Bylaws and Procedures Committee

This standing committee ensures chapter bylaws are consistent with AGA National bylaws, oversees the chapter's policies and procedures and may be responsible for monitoring the chapter's strategic plan.

Note: bylaws are on file with AGA national office. When bylaws are modified, they should be re-submitted to AGA national.

Communications Director

Years ago, the Portland Chapter combined the web master and newsletter editor position into the Communications Director position.

Webmaster or Web Coordinator

All chapters should develop and maintain a functional and attractive website to communicate with members and potential new members. The Chapter Webmaster helps develop the website and works closely with the CEC and other members to ensure that the information on the website is accurate. In addition, it should convey the information in a way that encourages members and future members to return to the website often. Use the AGA website template to set up a regional or a chapter website. Directions and the template can be found at: www.agacgfm.org/membership/identity/websites/default.aspx.

- **Primary responsibility is to keep information on the site up to date and accurate**
- **Coordinate with Board members to get new information on the site**
- **Create a policy document that contains passwords and instructions on how to update the site. This document can be used in the Webmaster's absence and will be passed down to the next webmaster, so that they are able to keep the site alive and up to date.**

Newsletter Editor

The Newsletter Editor has traditionally been the key communicator with chapter members regarding upcoming events and chapter activities. Successful editors also provide their readers with interesting articles written by members and other professionals, as well as reprint articles from national AGA publications and professional trade journals. Like their counterpart webmasters, editors should make their newsletters functional and attractive. Some say that being the newsletter editor is “a labor of love” because a quality newsletter takes time, but the rewards outweigh the efforts.

- **Coordinate with the President to get articles from Board members and others to be published in a quarterly newsletter.**

Community Service Director, Chair or Vice President

The Community Service Director develops, promotes and finds volunteers for community service projects, which allow members to contribute skills, labor or funds to community-based activities. The director must prepare an annual community service plan as part of the Chapter Recognition Program. Probably the most important community service project for any chapter should be the Voluntary Income Tax Assistance (VITA) program. This program prepares income tax returns for low-income individuals who cannot afford to a professional. Your chapter may sponsor a site or work with another community program offering the program. One chapter works with the local university providing an AGA member to each location so an “expert” is on hand to work with the students who are preparing returns. In addition, the chapter provides labels and envelopes so the prepared returns make it to the correct location. Other community service projects could include:

- Public television fund-raisers
- Food drives
- Toys for Tots
- Walk-a-thons
- Blood Drives
- Assisting a family in need
- Working a soup kitchen
- Working with Special Olympics
- Highway Cleanup

Education Director, Chair or Vice President

The Education Director, Chair or Vice President normally serves as the education committee chair and coordinates quality educational events for the chapter members and other government financial management professionals.

Some chapters rely solely on the education director to carry out these responsibilities, while others may use a committee chaired by the Education Director. A chapter may also use a brainstorming session with chapter members and nonmembers to discuss potential topics and speakers. This brainstorming session may also be held with the chapter's Program Director and/or committee. In general, the duties include all aspects of developing and executing chapter seminars, trainings, workshops and conferences, with the assistance of the Education Committee.

Education Chairs are strongly encouraged to attend the SLM, as well as AGA national conferences to identify speakers and topics. The AGA National Office maintains a speaker and topics database to assist chapters in developing their training events. Contact Steve Sossei at ssossei@agacgfm.org.

- **If another Board member is responsible for disseminating information about trainings, the Education Chair should ensure that the information is being disseminated. As such, coordinating with the person distributing information about trainings is important.**
- **Responsible for CPE related questions and forms for monthly training and the chapter's spring conference.**

****Note, Secretary and Education Chair will divide responsibilities for the monthly AGA Audio conferences.**

Duties include: setting up the course(s) in HRMIS (BPAs HR training system), reserving the room and audio equipment, running the slide show, etc during the conference, and invoicing BPA and/or other participants.

Program Director, Chair or Vice President

The Program Director, Chair or Vice President, who may chair a Program Committee, develops and initiates a comprehensive set of programs for general chapter membership through monthly meetings and special activities. In general, the duties include all aspects of planning monthly meeting activities and planning events to allow informal assembly at social events.

Note: Some chapters combine the titles and functions of the Education and Program Chairs, and assign social activities to a different director or member. As noted above, the Program Director and/or committee may want to participate in a brainstorming session to develop topics and speakers for the chapter's programs and educational events.

Membership Director, Chair or Vice President

The Membership Director, Chair or Vice president is responsible for attracting new members to the chapter and retaining current members. The Membership Director is a key contributor to a successful chapter. Such duties are so important and vast that the chapter should consider a membership committee. Typical responsibilities may include:

- Distributing membership applications.
- Notifying delinquent and suspended members of their status and encourage renewal.
- Analyze monthly membership reports and rosters for trends, errors, corrections, etc.
- Publicize chapter and national membership competition awards.
- Prepare a monthly membership column for the chapter newsletter. Announce new members in the newsletter.
- Make new members feel they belong to the chapter's AGA family.
- Coordinate membership outreach activities with the certification, education and program directors. These directors will have a list of potential new members who attend chapter activities or who have expressed an interest in the CGFM.
- Attend the SLM to exchange ideas with other membership directors in the region and section.

- **Maintain the Chapter's social media presence (if applicable), if determined, together with other members on the Communications Committee, that it's an appropriate role for the Membership Chair.**
- **Create a policy document that contains all user information for the social media site (user name and password), that the site is the intellectual property of the Chapter, not the individual that created it, as well as instructions on how and what to post on the site. This document can be used in the Chair's absence and will be passed down so the next chair knows how to use the site.**
- **If the membership chair is responsible for the chapter's social media site, the membership chair should serve on the Communications Committee**

Chapter Historian

Maintain and publish (print or electronic) chapter history files – Submit to National Office