

STATE OF GEORGIA FISCAL MANAGEMENT COUNCIL, INCORPORATED

BYLAWS

ARTICLE I

NAME

The name of the organization shall be the State of Georgia Fiscal Management Council, Incorporated (hereinafter referred to as "the Council").

ARTICLE II

PURPOSE

The Council shall be a nonprofit, nonpartisan organization whose purposes shall be as follows:

to promote and encourage efficient fiscal management in the governmental operation to the State of Georgia, and

to promote increased knowledge in governmental financial procedures and practices through sponsorship of training seminars, meetings, publications, scholarship programs, and

to provide the opportunities for the interchange of ideas, methods and techniques affecting governmental fiscal management.

ARTICLE III

MEMBERSHIP AND DUES

SECTION 1

TYPES OF MEMBERSHIP

Membership in the Council is available to any individual who qualifies under one of the membership types available and is approved by the Executive Board. Each members shall run from July 1 through June 30.

The types of membership under which application ray be made are:

INDIVIDUAL MEMBERSHIP

Each person employed in a fiscal capacity of a State of Georgia Agency, Department, Commission, Board or Authority, hereinafter referred to as "Agency" shall be eligible for Individual Membership subject to the approval of the Executive Board. "Fiscal capacity" as used herein shall mean those individuals directly involved in the professional performance of financial management activities in an administrative, supervisory and/or operational capacity. Individual members shall apply for membership through the= Executive Board Member. No individual may become a Member without the recommendation of their Agency's Executive Board Member.

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AFFILIATE MEMBERSHIP

Each person with an avowed interest in improving fiscal management in State Government and not eligible for Individual Membership, shall be eligible for Affiliate Membership upon application to and approval by the Executive Board and upon payment of membership dues. Affiliate members shall be permitted to participate in the affairs of the Council but shall not be eligible for Executive Board membership. Affiliate members shall apply for membership through the Council Secretary.

STUDENT MEMBERSHIP

Any full-time graduate or undergraduate student, or any person participating -in a formal public service internship program sponsored by a recognized academic institution, may become a Student Member of the Council upon payment of dues as determined by the Executive Board. Student members shall be permitted to participate in the affairs of the Council, but shall not be eligible for Executive Board membership. Student members shall apply for membership through the Council Secretary.

LIFETIME MEMBERSHIP

Upon affirmative vote of the Executive Board, any individual who has held membership in the Council may be designated as a Lifetime Member. NO more than two Lifetime Members shall be so designated each year. This designation is reserved for those individuals who have devoted years of service to the State and the Council and are deserving of special recognition by the Council.

HONORARY MEMBERSHIP

Upon two-thirds affirmative vote of the Executive Board, individual or organizations having avowed interest in the fiscal management of State government and who have exhibited such interest through liaison with and assistance to the Council may be designated as Honorary Member. Honorary members shall be permitted to participate in the affairs of the Council but shall not be eligible for Executive Board membership. Honorary members shall not be required to pay dues.

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SECTION 2

DUES

All members, with the exception of individuals granted Lifetime or Honorary Membership by the council, shall pay annual dues as set each year by the Executive Board. A member shall have paid dues for the current year to be a "member in good standing".

ARTICLE IV

MEETINGS

The Council shall hold four regularly scheduled meetings each year, each at a time and place designated by the Executive Board. One of the quarterly meetings will be designated by the Executive Board as the Annual Meeting and the membership so notified. Called meetings of the Council may be held during which matters pertaining to the operations and affairs of the Council may be given consideration and action taken.

Only those topics included in the scheduling notice may be considered during a called meeting. Meetings of the Council may be called by the President, President-Elect, or Secretary and/or by a majority of the members of the Council at the time and place and for the purpose those calling the meeting shall designate.

ARTICLE V

EXECUTIVE BOARD

SECTION 1

EXECUTIVE BOARD MEMBERS

The governing body of the Council shall be an Executive Board consisting of one representative from each agency who shall be elected from Individual Members in good standing of that agency. Each Executive Board Member shall be elected to hold office from October 1 through September 30. An alternate Executive Board Member shall be elected from each agency who, in the absence or disability of the Executive Board member, shall perform the duties and exercise the powers of the Executive Board member. Appointments to fill vacancies on the Executive Board shall be by election by the members of the agency involved for the unexpired term thereof. Each agency shall forward the names of the Executive Board member and the alternate to the Executive Board not later than July 15 of each year. The immediate Past President shall be an ex-officio member of the Executive Board.

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SECTION 2

OFFICERS

The Executive Board shall elect from its members a President, a President-Elect, a Secretary, and a Treasurer. The officers shall serve as officers of the Executive Board and of the full Council. Election of the officers shall be held at the Executive Board meeting (hereinafter referred to as the "Organizational Meeting") in August of each year. Any vacancy in the position of President-Elect, Secretary or Treasurer shall be filled by a member of the Executive Board elected by a majority vote of the members of the Executive Board present at a meeting at which a quorum is present. Eligibility, duties and responsibilities of officers are as follows:

PRESIDENT

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 or she filled a vacancy in the office of President. The President shall preside at all meetings of the Council of the Executive Board. In the absence of the President, the officer to preside shall be determined from the following order of succession: President-Elect, Secretary and Treasurer. The office of the President shall not be filled by representatives from any one agency for more than two consecutive years.

PRESIDENT-ELECT

The President-Elect shall, in the absence or disability of the President, perform the duties and exercise the powers of the President. In the event of a vacancy in the office of the President, the President-Elect shall succeed to the office of the President for the remainder of the term.

SECRETARY

The Secretary shall maintain adequate minutes recording the official acts and proceedings at the meetings of the Executive Board and of the full Council. Said minutes shall be approved by a majority of the members of the Executive Board at the next meeting at which a quorum is present.

TREASURER

The Treasurer shall maintain the Council's accounts and fiscal records: shall receive and promptly deposit any funds to which the Council may be entitled: and shall submit a Treasurer's Report at each Executive Board meeting and at the Annual Meeting of the Council. The Treasurer's Report shall set forth all funds received and disbursed and

state the balance of the Council's accounts. The Treasurer shall disburse funds for expenses of the Council Which have been identified in the Council's budget or which have been approved by the Executive Board. (The President may disburse funds in the absence of the Treasurer.)

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SECTION 3

EXECUTIVE BOARD MEETINGS

The Executive Board shall hold regular monthly meetings at a time determined by a majority vote of the Board. Additional meetings of the Board may be held upon the call of the President or on written call by the majority of the Executive Board members. Executive Board meetings shall be open to any member in good standing.

SECTION 4

QUORUM VOTING

At all meetings of the Executive Board, a majority of members of the Executive Board shall constitute a quorum. The act of a majority of the Executive Board members present at the meeting at which there is a quorum shall constitute an action of the Executive Board. Vacancies on the Executive Board shall not be considered in determining the presence of a quorum.

ARTICLE VI

COMMITTEES

SECTION 1

LIAISON COMMITTEE

The Liaison Committee shall meet with representative of the various State Agencies with emphasis directed to the Department of Audits, the legislative Budget Office and the Office of Planning and Budget to discuss matters of interest to the Council.

The committee shall consist of one member from an Agency with 500 employees or less, one member from an Agency with more than 501 employees but, less than 5,000 employees, and one members from an agency with 5,000 or more employees.

The President shall be a member of the Committee and shall appoint two other members from the Executive Board.

The President may serve as Chairperson of the Committee or may designate one of the appointed members as Chairperson.

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The committee shall meet not less than twice annually with representatives from the Department of Audits, the Legislative Budget Office, and the office of Planning and Budget.

The Chairperson of the Liaison Committee shall provide a written report to the Executive Board outlining the details of each Committee Meeting.

SECTION 2

OTHER STANDING COMMITTEES

There shall be six standing committees for purposes of defined herein consisting of not less than one Executive Board Member on each committee. Additional Executive Board or Council members may be appointed at the discretion of the President. The term of office of all standing committee members shall run concurrent with the term of the office of the President. The chairperson of each individual standing committee shall be designated by the President. Each standing committee chairperson shall make a report of the current status of the committee projects at the regular monthly meeting of the Executive Board.

MEMBERSHIP COMMITTEE

The Membership Committee shall facilitate Council growth by developing and implementing, as approved by the Executive Board, programs designed to:

attract and gain membership of individuals who meet the requirements of membership,

ensure new and renewed membership applications are acknowledged by appropriate notification with accompanying orientation materials,

facilitate the processing of applications and renewals, and

maintain accurate and timely data on Council membership as may be required by the Executive Board.

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PROFESSIONAL DEVELOPMENT COMMITTEE

The Professional development Committee shall develop and implement, as approved by the Executive Board, programs and activities designed to:

determine the training needs of individual members to enhance their knowledge in fiscal management, and

arrange and conduct training sessions that are responsible to the expressed needs of the membership.

CONFERENCE COMMITTEE

The Conference Committee shall plan, develop, and implement, as approved by the Executive Board, the annual Council Conference to:

provide for a conference site which will adequately meet the training needs of the members, and

plan timely program and activities and provide for trainers with expertise in needed areas.

BYLAWS COMMITTEE

The Bylaws Committee shall review proposed amendments to the Bylaws submitted by the Executive Board and may propose to the Executive Board needed changes in the existing rules which govern the Council.

PROGRAM COMMITTEE

The Program Committee shall develop and implement, as approved by the Executive Board, programs and activities to:

provide a forum for persons engaged in fiscal management to discuss their current problems and to provide a medium for their mutual self - improvement, and

encourage in the field of fiscal management the utilization of the most advanced technologies by providing specific and timely programs which disseminate pertinent fiscal management information and orient and/or train individuals in the field of fiscal management.

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SCHOLARSHIP COMMITTEE

The Scholarship Committee shall receive and review applications for scholarship awards and provide nominations to the Executive Board for final approval.

SECTION 3

OTHER COMMITTEES

The President shall have the power and authority to appoint and disband such other committees as he or she may deem proper and shall designate the members thereof and prescribe their powers and duties.

ARTICLE VII

SCHOLARSHIP PROGRAM

The Council shall grant one or more scholarship awards annually. Scholarships may be awarded to full- or part-time students, including state employees who are pursuing a course of study -in the field related to governmental fiscal management or governmental accounting.

The Executive Board shall determine the amount of the annual scholarship award(s) and shall earmark funds for this purpose.

The Scholarship Committee shall consider such factors as grade-point average, class standing, extracurricular activities, and career objectives in evaluating candidates for awards.

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ARTICLE VIII

AMENDMENTS

Proposed amendments to the bylaws may be submitted in writing to the Executive Board at any monthly Executive Board meeting by any Individual Member in good standing. Proposed amendments shall consist of two types:

- a. Those proposed amendments not accompanied by the signatures of ten percent of the members in good standing shall be referred to the Bylaws Committee at the Executive Board meeting at which the proposed amendment is received. The Bylaws Committee shall review the proposed amendment and return it to the Executive Board with the Committee's report and recommendations thereon no later than the Board's next regular scheduled meeting. No later than the second regularly scheduled Executive Board meeting following the Board meeting at which the proposed amendment was submitted, the Executive Board shall vote on the form of the proposed amendment and whether it is to be submitted to the general membership for consideration. If approved by the Executive Board, the proposed amendment shall be submitted to the general membership at the next regularly scheduled quarterly meeting.
- b. Those proposed amendments accompanied by the signatures of ten percent of the members in good standing shall be submitted to the general membership at the regularly scheduled quarterly meeting.

No amendment may be considered or voted upon by the membership unless prior written notice is given to the members thirty days prior to the quarterly meeting. The Secretary shall be responsible for notifying the Council members thirty days prior to any quarterly meeting of any proposed amendment to be presented to the membership. A favorable vote of the majority of the Council members present at the quarterly meeting shall be necessary for adoption of the proposed amendment.

ARTICLE IX

SUSPENSION OF BYLAWS

The bylaws of the Council may be suspended at any meeting of the general membership by two-thirds affirmative vote of the members in attendance.

ARTICLE X

PARLIAMENTARY PROCEDURES

"Roberts Rules of Order Revised" shall govern in all cases not provided herein.

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