



**ASSOCIATION OF  
GOVERNMENT ACCOUNTANTS**

**EAST TENNESSEE CHAPTER  
BYLAWS**

**FEBRUARY 3, 2021**



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# Association of Government Accountants East Tennessee Chapter

The Association of Government Accountants – East Tennessee Chapter was founded on December 31, 1968.

## BYLAWS

### Article I

#### NAME

The name of this organization is the Association of Government Accountants – East Tennessee Chapter (hereinafter referred to as the “Chapter”). This Chapter is a part of the Association of Government Accountants (hereinafter referred to as the “the Association” or “AGA”).

### Article II

#### AUTHORITY, MISSION AND OBJECTIVES

##### SECTION 1. AUTHORITY

This Chapter derives its name and authority from and is chartered by the Association of Government Accountants and is subject to the official “National Bylaws” and “Policies and Procedures” of the Association of Government Accountants (hereinafter referred to as the “Association” or “AGA”).

##### SECTION 2. VISION, MISSION, VALUES, PURPOSE

**VISION:** AGA is the premier association for advancing government accountability. AGA defines government accountability as a government’s obligation to the people for its actions and use of resources.

**MISSION:** AGA fosters learning, certification, leadership and collaboration for professionals and stakeholders committed to advancing government accountability.

**VALUES:** Service, Accountability, Integrity, Leadership

**PURPOSE:** AGA is the member organization for government accountability professionals and the thought leader in government financial management.

##### SECTION 3. GOALS AND OBJECTIVES

- Serve as the catalyst for innovation and thought leadership in government financial management
  - Invest in leading and emerging issues
  - Provide valued input on standards and to policymakers
- Educate and empower professionals to advance government accountability



- Expand participation and reach of educational events through multiple delivery channels
  - Offer timely and relevant events, courses and tools
  - Promote careers in government financial management
- Advance Certified Government Financial Manager® (CGFM®) as *the* certification for government accountability professionals
  - Promote the relevance and value of the CGFM to individuals, employers and educators
  - Increase the number of CGFMs
  - Continuously update certification processes and materials for relevancy
- Facilitate collaboration among multiple disciplines, sectors, and levels of government
  - Provide forums for dialogue and information sharing
  - Engage with government leaders and professional organizations to build partnerships and trust
  - Develop and promote tools to address intergovernmental challenges
- Maximize member value
  - Empower chapters and support their activities
  - Expand opportunities for leadership development
  - Increase the number and diversity of members
  - Create experiences that increase member engagement
  - Engage and mentor young professionals
- Enhance the public’s perception of government financial management
  - Utilize multiple forms of media to highlight significant achievements of government financial managers
  - Promote citizen-friendly reporting of governments’ finances, accomplishments and challenges
  - Communicate the value of public service
  - Highlight the importance of financial management in decision making

## Article III

### CODE OF ETHICS

In order to foster the highest professional standards and behavior, and exemplary service to all levels of government, the AGA 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 AGA Code of Ethics. The Code of Ethics is published via the AGA web site to the membership and CGFMs.

## Article IV

### MEMBERSHIP

#### SECTION 1. CATEGORIES

As established in the Bylaws of the Association, the members of the Chapter 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, and as such are voting members of the Chapter, having one vote.

- (a) **Full Government members** – This category of membership is available to individuals with 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 category is also available to individuals with similar experience outside the government, such as academia and nonprofit entities, who are engaged in educational activities having the same objectives as the Association, or who have made a contribution toward advancing government accountability.
- (b) **Private Sector Members** - This category of membership is available to individuals working for commercial enterprises or ventures (e.g., see (h) below) that are actively engaged in and support AGA's vision, mission, core values, purpose, goals and objectives.
- (c) **Early Career Members** - This category of membership is available to government employees with less than three years of experience.
- (d) **Student Members** - This category of membership is available to full-time college and university students. This category of membership is not available to individuals who have been employed in the financial management field for one (1) year or more or to individuals attending a college or university part-time while working.
- (e) **Retired Members** - This category of membership is available to individuals who have permanently retired from government, academia, nonprofit or commercial enterprise or ventures.
- (f) **Lifetime Members** - This category of membership is to be designated at the discretion of the National Executive Committee (NEC) to recognize a member's distinguished service to the Association over a sustained period of time.
- (g) **Honorary Members** - This category 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 advancing government accountability. Only highly noteworthy nationally recognized individuals who cannot meet the requirements for a full government, private sector, or retired member will be considered.
- (h) **Corporate Members** - This category of membership is available to commercial enterprises or ventures (e.g., company, corporation,

partnership, and sole-proprietor) that are actively engaged in and support AGA's vision, mission, core values, purpose, goals and objectives.

- (i) **Group Members** – This category of membership is available to government, academia or nonprofit entities whose employees meet the requirements for full government membership under item (a) above.

## **SECTION 2. DUTIES OF MEMBERS**

It is the duty and responsibility of members to:

- (a) Endorse the vision, mission, core values, purpose, goals and objectives of the Chapter and the Association.
- (b) Uphold and be guided in their professional conduct by the Association's Code of Ethics.
- (c) Cooperate with AGA's Professional Ethics Board in any investigations of violations of the Code of Ethics.
- (d) Maintain current membership.

## **SECTION 3. DISCIPLINE AND SUSPENSION OF MEMBERS**

Discipline and suspension of members will be as set forth in the Association's National Bylaws.

# **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 and at such times and places as designated by the Chapter President. Special membership meetings may be called by members having at least ten (10) 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 communicated to each member of the Chapter at least seven (7) days prior to the meeting. Notice of a special membership meeting must be communicated to each member of the Chapter at least three (3) days before the date of the meeting.

### **SECTION 3. CONDUCTING MEETINGS**

Annual and special membership meetings can be held at a geographic location or by means of the Internet or other electronic communications technology in a fashion pursuant to which the members have the opportunity to substantially read or hear the proceedings concurrently with their occurrence, vote on matters submitted to the members, pose questions and make comments.

#### **SECTION 4. QUORUM**

Twenty (20) percent of the voting members or ten (10) members, whichever is less, shall constitute a quorum for the transaction of official business presented at any Chapter meeting of the membership.

#### **SECTION 5. VOTING ACTION**

- (a) Except as otherwise provided in these Bylaws or by law, membership matters requiring a vote must be approved by a majority vote of the voting members present at any meeting at which there is a quorum. The exception to the majority rule which requires approval of 2/3 of the voting members present at a meeting for which a quorum is present is Changes to these Bylaws (see Article XV).
- (b) In lieu of a meeting, the Chapter President may call for a poll vote (via mail, email, or phone) on matters requiring a membership vote.

## **Article VI**

### **CHAPTER GOVERNANCE**

#### **SECTION 1. CHAPTER EXECUTIVE COMMITTEE (CEC)**

- (a) The governing body of the Chapter shall be the CEC which may consist of the following members:
  - Chapter President (Chair of the CEC)
  - Chapter President-Elect (Vice-Chair of the CEC)
  - Immediate Past Chapter President
  - Chapter Secretary
  - Chapter Treasurer
  - Chapter Directors
  - Nominating Committee Director/Chair
  - (1) If the Chapter President is absent from the CEC meeting, the officer to preside shall be determined in the following succession: Chapter President-Elect, Immediate Past Chapter President, Secretary, Treasurer.
- (b) CEC Meetings

Meetings of the CEC are strongly recommended to be held at least monthly on such date and at such time and manner as may be designated by the Chapter President.
- (c) CEC Quorum and Voting Action
  - (1) A quorum for a CEC meeting is seven (7) persons.
  - (2) Matters requiring a vote by the CEC shall be approved by the majority of the voting CEC members present for which a quorum is present.

- (3) 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. Any vote taken in this manner that does not receive a quorum response must be resubmitted to the CEC at its next meeting for ratification.
- (d) Unless precluded by other sections of the Bylaws and without limitations regarding other matters, the CEC shall have responsibly for the following matters, based on voting as prescribed in this Article:
  - (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

The Chapter Officers of the Chapter shall be the Chapter President, Chapter President-Elect, Immediate Past President, Secretary, and Treasurer.

- (a) 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.
- (b) The President-elect, Secretary and Treasurer shall be elected annually for a one-year term as provided in Article VIII.

#### SECTION 2. CHAPTER DIRECTORS

- (a) The Chapter Directors should include at least the following positions:
  - Bylaws, Procedures and Historical Information (Historian)
  - Newsletter Editor
  - Community Service Director



- Membership Director
- Early Careers Director
- Education Director
- Professional Certification Director (CGFM)
- Awards Director
- Accountability Director
- Webmaster
- Chapter Recognition and Meetings (Program Director)
- Research Director
- Social Media Director
- National Council of Chapters (NCC) Representative

(b) Directors shall be elected annually for one-year terms as provided in Article VIII.

### **SECTION 3. VOLUNTEER SERVICES**

All Chapter Officers and Directors shall serve in these positions on a voluntary basis without compensation by the Chapter. This shall not, however, prevent the Chapter from reducing or waiving fees or charges for Officers and Directors participating in Chapter activities or offerings, or from compensating any Officer or Director for services to the Chapter independent of the functions of an Officer or Director, provided that any such adjustment in fees or charges, or any such arrangement for compensated services, shall be adequately disclosed to the Chapter membership prior to its occurrence.

### **SECTION 4. REMOVAL OF CHAPTER OFFICERS AND DIRECTORS**

The responsibilities of Chapter Officers and Directors are set forth in the Chapter’s policies and procedures manual. Chapter Officers and Directors are expected to perform those duties.

A member of the Chapter Executive Committee may be removed with cause, by vote of two-thirds (2/3) of the voting CEC members. “Cause” under this Section 4 shall be defined to include not meeting the position’s stated responsibilities, violations of AGA’s Code of Ethics as determined by the Ethics Committee, and as provided by law and in the Association’s Policies and Procedures.

## **Article VIII**

### **NOMINATION AND ELECTION OF OFFICERS AND DIRECTORS**

#### **SECTION 1. NOMINATIONS**

- (a) The Nominating Committee shall 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 fifteen (15) candidates for Directors, not later than March 31st of each year. All nominees must indicate their willingness to serve if elected.
- (b) Twenty (20) percent of the Chapter members or twenty (20) members (whichever is less) 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 April 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 goodstanding.
- (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 communicated 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 15. When there is not a contest for an elective office, the Chair of 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 unexpired 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

## COMMITTEES, SUBCOMMITTEES 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 Committees 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 Committees or Task Forces must be members in good standing of the Association and Chapter.
- (e) Nominating Committee: The Nominating Committee shall consist of: the President-Elect; Past Chapter Presidents appointed by the Chapter President, including the Immediate Past Chapter President; the Immediate Past Chapter Treasurer; and two (2) Chapter members selected by the CEC. The Chapter President-Elect shall chair the Nominating Committee. Chapter members seeking a Chapter Office are ineligible to serve on the Nominating Committee.

### SECTION 3. TERMS OF OFFICE

- (a) Members of Committees shall be appointed for a one-year term. Members may be re-appointed for an additional term(s).
- (b) Nominating Committee members will serve one-year terms, which may be renewed.
- (c) Members of Sub-committees and Task Forces shall be appointed for the duration of the Sub-committee or Task Force.

### SECTION 4. RESPONSIBILITIES

The responsibilities of the Committees, Sub-Committees, 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 YEAR

The fiscal year of the Chapter shall end at the close of business on the 31st day of May 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. (See Article VI, Section 1 (d)(3)).
- 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 waived 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 Knoxville area 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 AGA National Office.
- (b) By proposal, in writing to the President-Elect signed by twenty (20) percent of the membership or fifteen (15) 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 Chapter member who may have served at AGA'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, *if such person acted in a manner required by the law of the Chapter's state of incorporation in order to be eligible for indemnification.*
- (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 written affirmation of his or her good faith belief that he or she has met the relevant standard of conduct for indemnification and a written commitment to repay any funds advanced if it is ultimately determined by a court of law or AGA's Ethics Committee that the individual has not met the relevant standard of conduct.
- (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.

1. 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.

