



## **AGA MID-OHIO VALLEY BYLAWS**

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# AGA Mid-Ohio Valley

AGA Mid-Ohio Valley was founded on February 15, 2008. The Articles of Incorporation are dated October 25, 2012, pursuant to the provisions of West Virginia Code.

## BYLAWS

### Article I

#### AGA MID-OHIO VALLEY

The name of this organization is AGA Mid-Ohio Valley, dba AGA Mid-Ohio Valley Chapter (hereinafter referred to as "the Chapter"). This Chapter is a part of AGA National.

### Article II

#### ASSOCIATION VISION, MISSION, CORE VALUES, PURPOSE

#### SECTION 1. AUTHORITY

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

#### SECTION 2. VISION, MISSION, CORE 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 is a professional association advancing accountability, transparency, and leadership by promoting education, certification, innovation, and collaboration across all levels of government and to stakeholders.
- VALUES:** Service, Accountability, Integrity, Leadership.
- PURPOSE:** The purpose of the Chapter is to be a professional organization dedicated to the advancement of government financial management. The Chapter 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.

#### SECTION 3. GOALS AND 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 participate in charitable and service-oriented activities such as organizing fundraising events and to support community non-profit organizations.
- (f) To promote the observance of professional standards and ethics in the accomplishment of government financial management activities.
- (g) 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

AGA members and non-member CGFMs (including CGFM candidates) agree to adhere to this Code of Ethics.

AGA members and non-members who hold the Certified Government Financial Manager® (CGFM®) certification exercise the highest quality of performance and help earn and maintain public confidence in the accountability profession.

Our Code of Ethics (the Code) sets a minimum standard of behavior and creates an expectation that AGA members and non-member CGFMs<sup>1</sup> will conduct themselves in an ethical and professional manner. AGA members and non-member CGFMs agree to adhere to the Code of Ethics.

The Code consists of Four Principles with underlying rules supporting each Principle.

Principle 1: AGA Members and CGFMs<sup>1</sup> Shall Serve and Support the Public Interest.

The public consists of citizens, taxpayers, customers, employers, employees, investors, the business and financial sector, and others who rely on the objectivity and integrity of government accountability professionals.

The public should reasonably expect those who serve government to be trustworthy. AGA members also have an obligation to demonstrate accountability. Accordingly, AGA members and non-member CGFMs<sup>1</sup> must adhere to the following rules:

- Abide by the expectations, standards, and rules of the position they hold; and seek necessary information to interpret and apply them.
- Accept personal responsibility for the foreseeable consequences of action(s) and inaction.
- Adhere to the standards of conduct of their employer and any professional associations or organizations of which they are a member.

- Consider the long-term interest of the government and its citizens.

Principle 2: AGA Members and CGFMs<sup>1</sup> Shall Maintain the Highest Standards of Professionalism and Integrity.

Government accountability professionals shall work at the highest standards of professionalism, attain the highest levels of performance, and meet the public interest principle. Accordingly, AGA members and non-member CGFMs must adhere to the following rules:

- Demonstrate integrity and credibility by being believable, trustworthy, straightforward, and honest in performing professional services.
- Maintain professionalism by acting with the skill, good judgment, and respectful behavior expected of someone trained to do a job well.
- Perform quality services by providing the highest standards of performance and complying with all applicable professional standards.
- Project confidence by instilling in others a full and strong belief that ethics govern their actions.
- Perform job tasks with diligence.
- Maintain professional knowledge and skills for effective, efficient work.
- Perform the duties of their position and supervise the work of subordinates with the highest degree of professional care.
- Engage only in those services for which they have the necessary knowledge, skills, and experience.
- Exercise diligence, objectivity, and honesty in professional activities, including utilization and management of resources.
- Behave with dignity and respect for others.
- Not engage in acts that are discreditable to the accountability profession.
- Obey the law.

Principle 3: AGA Members and CGFMs<sup>1</sup> Shall Remain Objective in Carrying Out their Duties and Responsibilities.

Objectivity requires being fair and not allowing prejudice, bias, conflict of interest, or influence of others to affect decision-making. Accordingly, AGA members and non-member CGFMs<sup>1</sup> must adhere to the following rules:

- Render opinions, observations, or conclusions for official purposes only, after appropriate consideration of pertinent facts.
- Remain free from real or perceived conflicts of interest.
- Be fair and not allow prejudice, bias, conflict of interest, or influence of others to affect decision-making.
- Avoid any activity that creates or gives the appearance of impropriety.
- Remain aware of the responsibility to disclose to appropriate parties any improprieties that come to their attention.

Principle 4: AGA Members and CGFMs<sup>1</sup> Shall Carefully Maintain and Protect Confidential Information.

The public, employers, and organizations with which members are affiliated expect members to maintain confidentiality over information. Accordingly, AGA members and non-member CGFMs<sup>1</sup> must adhere to the following rules:

- Refuse to disclose or use any confidential information acquired while performing professional services, unless proper and specific authority has been granted or a legal or professional right or duty to disclose becomes apparent.
- Transmit and use confidential information obtained in their professional work only for the purpose intended, neither for personal gain or advantage, nor to the disadvantage of others.

The Code of Ethics also applies to CGFM candidates.

**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, Young Professional Members, Student Members, Retired Members, Lifetime Members, Honorary Members, Corporate Members and Group Members, and as such are voting members of the Chapter.

- (a) **FULL GOVERNMENT MEMBERS** - This category 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 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 contributed 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) **YOUNG PROFESSIONAL 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.
- (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 governmental financial management. Only highly noteworthy nationally recognized individuals who cannot meet the requirements for a full 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, 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.
- (e) Vote on matters submitted to the Chapter membership for a vote.

## **SECTION 3. DISCIPLINE AND SUSPENSION 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 properly invoiced and 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 automatically be removed 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 for in the Association's Policies and Procedures.

## **SECTION 4. 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 5. REINSTATEMENT**

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

## **SECTION 6. COMMUNICATIONS**

AGA communications to members may be disseminated in writing or electronically (e.g., website, email, or other type and form which the recipient is able to retrieve the communication).

## **SECTION 7. VOTING MEMBERS AND NON-VOTING MEMBERS**

Voting members are those individuals who have the authority to vote on certain matters and have met their duties and responsibilities in this Article IV, Section 2.

# 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 may be designated by the Chapter President. Special membership meetings may be called by members having at least fifteen (15) percent 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 not less than seven (7) days but not more than fifty (50) 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 MEETING**

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 RIGHTS**

All members shall have the right to vote on chapter matters presented to the general membership. The usual occurrence will be the voting for Chapter Officers and Chairpersons.

## SECTION 6. VOTING ACTIONS

Matters requiring a vote by the Chapter members shall be approved by the majority of the members present at a meeting at which a quorum is present. Exceptions to the majority rule are changes in the Chapter's Bylaws, and the reversal of action of the Chapter Executive Committee (CEC) regarding formal policies and procedures of the Chapter, which require approval of two-thirds (2/3) of those Chapter members. (See Article XII, Section 1.a and Article XV, Section 1.and 3).

**IF PERMITTED BY STATE LAW:** Written Ballots: The Chapter members may act by written or electronic ballot, providing ballots, together with a brief description and rationale of the matter to be voted on, are sent to each Chapter member. Ballots not returned within the period provided in the notice accompanying that such ballot should be counted as abstentions. The number of ballots returned must equal at least the number of Chapter members necessary for a quorum for an in-person meeting, and that the ballots cast in favor of the particular matter is equal to at least a majority of the quorum.

## 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:
- 1) Chapter President (Chairperson of the CEC)
  - 2) Chapter President-elect (Vice-Chairperson of the CEC)
  - 3) Immediate Past Chapter President/NCC Representative
  - 4) Chapter Secretary
  - 5) Chapter Secretary-Elect
  - 6) Chapter Treasurer
  - 7) Chapter Treasurer-Elect
  - 8) Chapter Committee Chairpersons
  - 9) Chapter Committee Chairperson - Elect
  - 10) Chapter Parliamentarian
  - 11) National Representative
- (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/NCC Representative, Secretary, Secretary-Elect, Treasurer, Treasurer-Elect, or Parliamentarian.
- (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 at least one-third (1/3) of the voting members of the CEC.
  - (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, ballot, 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 is not unanimous must be resubmitted to the CEC as its next meeting for ratification.
- (d) Unless precluded by other sections of the Bylaws and without limitation regarding other matters, the CEC shall have 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 categories of Chapter members;
  - (4) Develop a Policy and Procedures Manual in collaboration with the Bylaws and Procedures Committee 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.

(e) CEC Attendance

- (1) The chapter will reimburse CEC for membership and dues, but only after the program year ends (July 1 – June 30). The CEC are to have attended at least 75% or more of the monthly meetings, that is at least 9 out of the 12, to be reimbursed. We will review any reimbursements next year once we can verify that attendance requirement has been met.

(f) PDT Attendance

- 1) AGA National encourages each chapter to send two CEC members that have never attended PDT in person to go each year. AGA National allows each chapter to receive two hotel scholarships, paid for by AGA National. AGA MOV Chapter pays for travel expenses, incidental expenses, meals, and registration fees.
- 2) AGA MOV Chapter will budget for a third CEC member to attend PDT. AGA MOV Chapter pays for hotel fees, travel expenses, incidental expenses, meals, and registration fees.
- 3) If the chapter cannot find three CEC members who have never attended PDT, a ballot will be sent out to all CEC members to vote for the three individuals that will attend. The ballot results are required to be sent to AGA National.
- 4) There are no CEC positions that are required to attend PDT.

**SECTION 1. CHAPTER OFFICERS**

The Chapter Officers shall be the President, President-Elect, Immediate Past President/NCC Representative, Secretary, Secretary-Elect, Treasurer, Treasurer-Elect, and Parliamentarian.

- (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.

The Treasurer shall be the prior year's Treasurer-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 Treasurer.

The Secretary shall be the prior year's Secretary-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 Secretary.

- (b) The President-elect, Treasurer-elect, and Secretary-elect shall be elected annually for a one-year term as provided in Article VIII.
- (c) The Parliamentarian shall serve for a three-year term. In the event this position is vacated, a nomination and vote by the board will be required to fill this position as provided in Article VIII. This position it to only be a consultant or advisory position, to the CEC. The positions should be governing Roberts Rules of Order during meetings. This position does not have a voting right on the CEC.
- (d) The National Representative would be held by someone who is serving at the National Capacity.
  - If national voting rights apply, no voting rights at the chapter level
  - If no national voting rights apply, then they would have local chapter voting rights as a CEC.

**SECTION 2. CHAPTER CHAIRPERSONS**

The Chapter Chairpersons and Chairperson-elects shall include at least the following positions:

- Chairperson of Accountability/ACE Reporting
  - Chairperson-Elect of Accountability/ACE Reporting
- Chairperson of Communications
  - Chairperson-Elect of Communications
- Chairperson of Early Career/Emerging Leader
  - Chairperson-Elect of Early Career/Emerging Leader
- Chairperson of Education/Professional Certification
  - Chairperson-Elect of Education/Professional Certification
- Chairperson of Membership
  - Chairperson-Elect of Membership
- Chairperson of Programs/Meetings/Community Service
  - Chairperson-Elect of Programs/Meetings/Community Service

- Chairperson of Bylaws and Procedures, Chapter Secretary
- Chairperson of Nominating Committee, Chapter President-elect
- Chairperson of the Chapter Plans/Budget Committee, Chapter President-elect

- (a) Chairpersons and Chairperson-elects shall be elected annually for one-year terms as provided in Article VIII, unless designated as provided in Article IX.

**SECTION 3. NATIONAL COUNCIL OF CHAPTERS (NCC) REPRESENTATIVE**

The NCC representative will be the immediate past president of the chapter unless they decline or cannot complete the duties for the full term. The representative needs to be willing to continue to serve on the Chapter’s Executive Committee (CEC), to keep current with the chapter’s needs, communicate NCC ideas and updates to their chapter leaders, is willing to network, be a mentor, regularly attend chapter meetings and events, and is voted on per bylaws, by June 15<sup>th</sup> of each year, for the year ahead. The NCC representative will have voting rights, as a CEC member. In the case where the immediate past president cannot fulfill the role of NCC, the CEC will bring forth nominations and the position will be voted on per the bylaws. The NCC representative must have served as a recent chapter officer to be selected for the nomination.

**SECTION 4. REMOVAL OF CHAPTER OFFICERS AND/OR CHAIRPERSONS**

An appointed or voting member of the Chapter Executive Committee (CEC) (Chapter Officer and/or Chairperson) may be removed with cause, by vote of two-thirds (2/3) of the voting CEC members at a meeting for which a quorum of CEC has been established, provided that the meeting notice includes reference to the proposed removal. In addition, any officer appointed or elected by vote of the membership (or by a particular group of the membership) may be removed with cause by the person making the appointment or by vote of the membership (or, if voting in their election was limited only to a particular group of the membership, then removal shall be only by that group at a meeting called for such purpose). “Cause” under this Section 3 shall be defined to include violations of AGA’s Code of Ethics as determined by the Ethics Committee, not meeting the stated responsibilities, and as provided in the Association’s Policies and Procedures.

**Article VIII**

**NOMINATION, ELECTION AND FILLING VACANCIES FOR OFFICERS AND CHAIRPERSONS**

**SECTION 1. NOMINATIONS**

- (a) The Nominating Committee shall select one candidate for each of the following offices: President-elect, Treasurer-elect, Secretary-Elect, Parliamentarian (for a year when the position will be or is vacated), and any applicable Chairpersons or Chairperson-elects, by no later than June 1st of each year. Candidates shall be chosen from names submitted to the committee from the chapter membership or when no names are submitted, from names submitted by committee members. Being on the Nominating Committee does not preclude committee member from being nominated. All nominees must indicate their willingness to serve if elected.
- (b) Chapter members may submit an independent nomination for President-elect, Treasurer-elect, Secretary-elect, Parliamentarian, Chairperson or Chairperson-elect. 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 June 1st of any year.

- (c) To be eligible for office as President-elect, Treasurer-elect, Secretary-elect, Parliamentarian, Chairperson or Chairperson-elect in the Chapter, a member must be a member in good standing. The President and Treasurer may not succeed him/herself by election, unless such a person is filling the unexpired term of another duly elected officer.
- (d) The Chapter Nominating Committee shall ensure that the professional background of the President-elect, Treasurer-elect, Secretary-Elect, Parliamentarian, Chairpersons or Chairperson-elects are commensurate with the duties of these positions.

## **SECTION 2. CAMPAIGNING**

Campaigning by candidates for elective office is not permitted. However, Chapter members may nominate themselves per Section 1. (b) of this Article.

## **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-elect or a Chairperson is required, the Chapter members shall cast the votes by June 7<sup>th</sup>

## **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 June 15<sup>th</sup>. 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, the Secretary-elect will succeed to the office of Secretary. In the event of a vacancy occurring in the offices of President-elect, Treasurer-elect, Secretary-Elect, and/or Parliamentarian, 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 a chairperson before the term is completed, if there is a chairperson-elect, that person will succeed to the Chairperson position. If there is not a chairperson-elect, then 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 Chairperson position, and the appointment shall be ratified by the CEC.

## Article IX

### SECTION 1. FORMATION

There shall be at least four standing committees, Executive, Nominating, Bylaws, and Planning/Budget. 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, Sub-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 Sub-Committee and Task Force Chairs. The chair may serve more than one year. The Chapter Executive Committee shall ratify chair assignments. The Chapter President shall appoint the members of each Committee, Sub-Committee, or Task Force in consultation with the Chapter President-elect and the Committee, Sub-Committee, and Task Force Chair, ensuring that the Committees, Sub-Committees, and Task Forces, taken as a whole, are representative of the Chapter membership. All members of Committees, Sub-Committees, and 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; the Immediate Past Chapter President/NCC Representative; the Immediate Past Chapter Treasurer; and four (4) Chapter members selected by the CEC. The Chapter President-elect shall chair the Nominating Committee.
- (f) Bylaws and Procedures Committee: The Bylaws and Procedures Committee shall consist of the Chapter Secretary, at least one (1) other member of the CEC, and at least two (2) members selected by the CEC. The Chapter Secretary shall chair the Bylaws and Procedures Committee.
- (g) Chapter Plans/Budget Committee: Shall start meetings in May of each program year. The Chapter Plans/Budget Committee shall consist of the President-Elect; the current Chapter President the current Chapter Treasurer; The Chapter Treasurer Elect, the current Chairperson and the Chairperson Elect of each position as well as Michelle Yanok, founder of the chapter if available. The Chapter President-elect shall chair the Chapter Plans/Budget Committee. .

### SECTION 3. TERMS OF OFFICE

- (a) Members of Committees shall be appointed for a one (1) year term.
- (b) Nominating Committee and Bylaws Committee members will serve one (1) 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, MEMBERSHIP, AND PROGRAM YEARS**

**SECTION 1. FISCAL YEAR**

The fiscal year of the Chapter shall end at the close of business on the 31<sup>st</sup> day of March of each year.  
NOTE: The Association fiscal year ends on March 31st.

**SECTION 2. MEMBERSHIP AND RECOGNITION YEAR**

The membership year of the Association shall end at the close of business on the 31<sup>st</sup> day of March of each year, and the recognition year of the Association shall end at the close of business on the 31<sup>st</sup> day of May 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 ten percent (10%), unless this expense has the advance approval of the Chapter Executive Committee.

- a. All receipts from any purchases made on behalf of each committee CEC per budgeted items, must be turned in within 30 days of the purchase to be reimbursed. If not turned in within the 30 days, will be considered a donation to our local chapter.

## 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 2. (e)(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 DUTY

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 1986, 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 Southern District of West Virginia 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 25 percent of the membership.

#### 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 presents 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.

## 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 whatever.

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 chairperson, current or former officer, or any person who may have served at the Chapter's request as a chairperson 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 chairperson or officer, if such person acted in a manner required by the law of the State of West Virginia 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 of 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.
- (d) The Chapter may purchase and maintain insurance on behalf of any person who is or was a chapter officer or chairperson of the Chapter, against any liability asserted against him or her and incurred by his or her status as such, whether the Chapter would have the power to indemnify him or her against such liability under the provisions herein.