

**CONSTITUTION AND BY LAWS  
OF THE EASTERN KANSAS GOVERNMENT FINANCE OFFICERS  
ASSOCIATION**

**SECTION I**

**Name**

The name of this association shall be the Eastern Kansas Government Finance Officers Association. Hereinafter referred to as the "Association" or "EKGFOA".

**SECTION II**

**Procedures**

In the absence of specific text in these articles or in the duly adopted and documented policies and procedures of this Association, the parliamentary authority of this organization shall be Robert's Rules of Order.

**SECTION III**

**Membership and Dues**

A. Membership: The Association shall have three categories of membership: Member, Associate, and Student. Membership and Associate Membership attach to the position held, and as such shall be transferred to successor incumbents.

1. Member: Any accounting or financial official, or administrative official whose duties encompass significant responsibilities for accounting or financial systems, whether elected or appointed, in a government jurisdiction in eastern Kansas; or persons holding teaching (or similar positions) in the areas of Government Finance/Accounting at an accredited college or university in eastern Kansas may become a Member of the Association. Each member shall have one vote in Association business.

2. Associate: Any person not eligible to be a member, but who is interested in the principles and practices of governmental finance and who subscribes to the purpose of the Association may become an Associate member of the Association. Associate members do not have voting privileges and may not serve as an Officer.

3. Student: Any person enrolled full time at an accredited academic institution and pursuing a course of study in governmental finance or accounting may become a student member of the Association. Student members do not have voting privileges and may not serve as an Officer.

B. Dues: The Association shall operate under a fiscal year that begins January 1 and ends December 31. Annual dues of the Association are payable in advance, due January 1, and a member may be suspended if dues are not paid by March 1. The Officers shall periodically determine the annual dues to be paid by each category of membership. Any such changes in the dues structure shall occur only with reasonable notice to the membership.

## **SECTION IV**

### **Officers and Duties**

A. Members of the Association shall elect from their number a President, Vice President, Secretary and Treasurer, who shall conduct the affairs of the Association and serve without compensation. It shall be the duty of the Officers to transact the business of the Association, including arrangement of meetings, studying matters referred to them by the Association, and performing other duties pertaining to the advancement and welfare of the Association and its membership.

B. The President shall preside at all meetings of the Association and shall appoint all committees and be an ex-officio member thereof, and in general perform all other duties usually performed by the President.

C. The Vice President, in the absence or disability of the President, shall perform the duties of the President and, in addition, shall attend any meetings as may be requested by the President.

D. The Secretary shall keep an up-to-date roll of the membership and their addresses, and record the minutes of all meetings and activities of the Association. The Secretary also shall send out all notices to the membership, attend to such correspondence as may be requested by the President or any other office of the Association, and in general perform all other duties usually performed by the Secretary.

E. The Treasurer shall receive and safely keep all funds of the Association and disburse the same upon receipt of proper vouchers, subject to the approval of the President and Secretary. In addition, the Treasurer shall make a complete report at each regular meeting of the Association,

showing the condition of the Association's affairs, and in general perform all other duties usually performed by the Treasurer.

F. The slate of Officers shall be generally representative of the Association membership in terms of geographic and jurisdictional distribution. Office may be held by any qualified member; however, no more than two officers shall be from the same jurisdiction at one time.

G. When an Officer ceases to qualify as a Member of the Association, or in the event that an Officer is absent without excuse from three consecutive Association meetings that position shall be deemed vacant and shall be filled as outlined in the Elections section of these bylaws.

I. Once elected, Officers shall take office at the first meeting of the next succeeding calendar year.

## **SECTION V**

### **Elections**

1. The President shall appoint a nominating committee consisting of three (3) members and will designate one of them as committee chairman. The nominating committee shall be appointed at least two (2) months prior to the Association's last meeting of the calendar year. The nominating committee shall nominate one candidate for each position to be filled. Candidates must be Members at the time of their nomination.
2. Elections will be held at the Association's last meeting of the calendar year. During this meeting, the nominating committee shall report its recommendations to the membership. Further nominations of Member candidates may also be made from the floor by any Member.
3. The candidate member receiving a majority of votes for the office for which nominated shall be declared elected to serve for a period of one year or until a successor is elected or appointed.
4. A vacancy in any office shall be filled by an election at any regular meeting of the Association. Written notice of the upcoming election for the vacancy shall be sent to the members at least ten (10) days prior to the meeting. Nominations for the vacant position may be made from the floor during the meeting. The nominated Member receiving a majority of votes for the vacant office shall be declared elected to serve the remainder of the unexpired term and shall take office immediately.

## **SECTION VI**

### **Committees**

A. The President may appoint any committees, subcommittees or special committees needed to carry out the objectives of the Association. Committee chairpersons shall be appointed by the President.

B. It shall be the duty of the President to issue specific instructions to the chairperson of each committee as to the scope and limitations of the activities of the committee.

C. The chairperson of each committee shall be an active member in good standing in the Association. Committee members will be members in good standing of the Association and will be appointed by the chairperson of the respective committee, unless otherwise provided by the By-Laws.

## **SECTION VII**

### **Meetings**

A. Regular meetings of the Association shall be held every other month at such time and place as may be designated by the Secretary. The Association shall hold at least one meeting per year. A written notice of the meetings shall be sent to each member at least ten days in advance of every regular meeting.

B. Summer meetings may be passed as notified.

C. Members present at each meeting shall constitute a quorum for the transaction of business.

D. Special meetings may be called by the President or by petition to the Secretary from ten (10) members of the Association.

## **SECTION VIII**

### **Voting**

EKGFOA voting must be by roll call, with any approval requiring a simple majority of the members.

## **SECTION IX**

### **Amendments**

This constitution and by-laws may be amended by a majority vote of Two Thirds (2/3) of the members present and voting at any regular meeting, provided the substance of such proposed amendment or amendments shall have been stated in a notice in writing to all members present at the meeting before the vote is taken and sent to each member at least twenty (20) days prior to such regular meeting.

## **SECTION X**

### **Mailing List**

The mailing list will be used strictly for EKGFOA business purposes. All notifications are to be sent to the President for approval. The President will forward the approved items to the Secretary for distribution. The Secretary shall use blind copy e-mail features in an effort to reduce unauthorized access to the mailing list.