

**MAINE GOVERNMENT FINANCE OFFICERS ASSOCIATION**

**BY LAWS**

**ADOPTED BY THE MEMBERSHIP**

**OCTOBER 18, 1984**

**AMENDED**

**OCTOBER 4, 1990, ANNUAL BUSINESS MEETING**

**OCTOBER 14, 1993, ANNUAL BUSINESS MEETING**

**OCTOBER 6, 1994, ANNUAL BUSINESS MEETING**

**OCTOBER 24, 1996, ANNUAL BUSINESS MEETING**

**OCTOBER 7, 2009, ANNUAL BUSINESS MEETING**

**OCTOBER 3, 2018, ANNUAL BUSINESS MEETING**

MAINE GFOA  
Bylaws  
Adopted October 18, 1984

ARTICLE I - NAME

The name of this Association shall be the Maine Government Finance Officers Association.

ARTICLE II - PURPOSE

The purpose of this Association shall be to promote and improve professional financial management at all levels of government, within the State of Maine. This purpose shall be accomplished through the following means:

1. Support and promote generally accepted methods of financial management as developed and recommended by the GFOA of the U.S. and Canada and other recognized bodies in the field of government financial administration.
2. Strengthen the quality of government administration through advocating favorable local, state and federal legislation and policy.
3. Provide a clearinghouse for the exchange of information and the solution of common problems.
4. Encourage recruitment and training of qualified public officials and employees through seminars, workshops and other means.
5. Promote achievement of greater efficiency and economy in government operations.

ARTICLE III - MEMBERSHIP

Section A - Voting Members

A public official or employee, elected or appointed, engaged by a federal or state agency, county, local government, special district, and/or other political subdivision within Maine, in any position relating to public finance, accounting, budgeting, auditing, treasury, data processing, or in any other fiscal capacity, shall be eligible for Voting Membership in this Association. Each qualifying governmental organization shall be limited to one (1) voting member.

## Section B - Additional Public Members

Additional Public Membership in the Association may be held by any person employed in a financial capacity by any qualifying governmental organization. Additional Public Membership will include persons having, but not limited to, such titles as auditor, treasurer, business manager, accountant, bookkeeper, clerk or secretary. Additional Public Members shall not be entitled to vote in the Association.

Persons qualifying as Additional Public Members shall be eligible to hold office in the Association. In the event that an Additional Public Member is elected to the Executive Board, that person shall become a voting member of the Association during that term of office.

## Section C - Associate Members

Individuals not otherwise eligible for Voting or Additional Public Memberships, who are interested in the principles and practice of governmental financial management and who subscribe to the purposes of the Association, shall be eligible for Associate Membership. Associate Members shall have all rights and privileges in the Association, except that such Associate Members may not hold office nor be entitled to vote. All membership shall be classified and approved by the Executive Board as set forth in these Bylaws.

## ARTICLE IV - EXECUTIVE BOARD

Section A - Membership and Terms (amended October 14, 1993; October 6, 1994; October 24, 1996; October 7, 2009)

The governing body of the Association shall be called its Executive Board and shall consist of nine (9) members elected at large. At least five (5) members must represent local governments with a population of at least 10,000 persons. The remaining four (4) members may be held by any Voting or Additional Public Member in the Association, regardless of political organization or size. One additional member may be selected by the governing body of the Association to serve as the Secretary for the Executive Board and may be a Non-Voting member.

The terms of office for the Executive Board members shall be three-year, overlapping terms, with three (3) members elected annually.

Section B - Officers and Duties (amended October 3, 2018)

The officers of the Association shall be a President, a Vice-President, and a Treasurer, who shall be chosen by the Executive Board from its elected members at the first meeting following the annual business meeting.

The president shall serve as Chairman of the Executive Board, preside at all meetings and appoint any committees necessary to carry on the work of the Association. The duties of the Vice-President shall be to preside over the meetings during the absence of the President and perform other duties as assigned by the President. The Secretary shall take minutes of the meetings and maintain all records of the Association. The Treasurer shall maintain all financial records of the Association and shall receive all monies and disburse same as authorized, by check, and shall present reports of all receipts and disbursements at all the business meetings of the Association.

The president shall appoint/fill any ad-hoc positions the board deems necessary to assist the organization and board, for example, technology or records retention. These position(s) shall be non-voting and have no specified term.

#### Section C - Nominating Committee

The President shall appoint a Nominating Committee of three members at least 30 days prior to the Annual Business Meeting of the Association. The Nominating Committee shall nominate one candidate for each vacancy on the Executive Board and one member to serve as the Secretary to the Executive Board. Further nominations may be made from the floor. No member of the nominating committee shall be eligible for nomination.

#### Section D - Vacancies

Any vacancy on the Executive Board shall be filled by majority vote of the Executive Board within sixty (60) days of such occurrence. Such appointment shall be for the unexpired term of the vacated position.

### ARTICLE V - MEETINGS (Amended October 6, 1994; October 7, 2009)

The Association shall hold an Annual Business Meeting during the Maine Municipal Association's annual convention or at some other location and time between September 30 and November 30, of each year. Written notice of such meeting shall be given thirty (30) days prior to such Annual Business Meeting.

In addition, the Association may hold other meetings during the year as the President may call for the purpose of transacting business of the Association. The Association shall hold at least two meetings during a fiscal year besides the Annual Business Meeting. Meetings may be called by the President or on petition of a majority of the Executive Board. Executive Board Meetings may take the form of on-site meetings, electronic meetings via e-mail or through conference calls.

Five (5) members of the Executive Board shall constitute a quorum for the transaction of business. No action of the Executive Board shall be binding unless there are at least five (5) affirmative votes.

Robert's Rules of Order shall govern all proceedings insofar as they are not inconsistent with these Bylaws.

#### ARTICLE VI - SERVICE FEES

(amended October 4, 1990; October 6, 1994; October 3, 2018)

Service fees shall be for the coming fiscal year and are payable by the first day of the fiscal year. Fees for each membership category shall be established annually by the Executive Board which may also include in its determination of the fee, an assessment of dues for membership in the New England States GFOA. The Association's fiscal year shall start January 1st and end December 31st of each year.

Any member who is delinquent for more than ninety (90) days in payment of such fees shall automatically be suspended from membership. New members shall submit an application for membership along with the annual service fee.

#### ARTICLE VII - AMENDMENTS

These Bylaws may be amended at the Annual Business Meeting of the Association by a two-thirds vote of the Voting Members present, provided that written notice of such amendments shall be given to all Voting Members at least thirty (30) days prior to such meeting.