

**New Hampshire Government
Finance Officers Association By-Laws**

Section 1. Name

The name of this organization shall be the New Hampshire Government Finance Officers' Association.

Section 2. Purpose

The purpose of this Association shall be:

1. To promote the use of appropriate financial management and accounting standards by governmental organizations within the State of New Hampshire;
2. To provide educational opportunities and programs which will aid in the professional development of individual members;
3. To provide a forum for the sharing of information, views, and analysis of financial matters;
4. To promote legislation supporting general principles of economy and efficiency in governmental administration;
5. To cooperate with the National Government Finance Officers' Association and other organizations established with similar goals;
6. To engage in all other activities as may be necessary or desirable to foster the purpose of the Association.

Revised 5/3/2018.

Section 3. Prohibited Activities

1. The Association shall not engage in any activity directly or indirectly in support or opposition of any political party or candidacy of any individual for public office.
2. No part of the receipts of the Association shall inure to the benefit of any individuals (other than reasonable compensation for services rendered to or for the Association).
3. The Association shall not be operated for profit and shall not conduct or carry on any activities not permitted to be conducted or carried on by an organization exempt under Section 501 (c) of the Internal Revenue Code and its Regulations.

Revised 12/12/85.

Section 4. Membership

1. **REGULAR MEMBERS** of the NHGFOA shall consist of all individuals employed by the State of New Hampshire or any political subdivision thereof in the field of finance, accounting, or other related fiscal management who have paid dues. Regular members may include but not be limited to such titles as treasurer, comptroller, auditor, budget officer, director of finance, accountant, municipal purchasing agent or procurement official, school business administrators and municipal administrative assistants.
2. **ASSOCIATE MEMBERS** shall consist of all other individuals who have an interest in municipal finance and may include, but not be limited to tax collectors, assessors, public accountants, educators, actuaries, bankers and bond counsels who have paid dues. Associate members shall have all rights and privileges in the Association except that such associate members may not hold office in the Association nor vote.
3. **LIFE MEMBERS:** The Executive Committee shall, by majority vote, designate duly nominated retired individuals for life membership with the NHGFOA provided that such member had at least ten (10) consecutive years as an active member of the NHGFOA. A life member shall receive Association communications and may attend all regular meetings, conferences and other functions of the Association, but shall not have the right to vote at any

regular or special meetings.

4. **HONORARY MEMBERS** shall be designated by the Executive Committee and shall have all the rights and privileges in the Association except that such honorary members may not hold office nor vote.
5. **Classification of Members.** The Executive Committee shall have the sole power to determine which classification of membership shall apply to any applicant.
6. **Rejection of Members.** The right to reject any application for membership or the renewal of any membership, is hereby reserved for the Executive Committee.

Revised 5/3/2018.

Section 5. Officers

1. The officers of this Association shall be a President, a First Vice-President, a Second Vice-President, a Secretary and a Treasurer who shall be elected by the membership of the Association at the annual meeting. The term for all elected officers shall be one year. No officer may serve more than two (2) consecutive terms in the same office.
2. The Executive Committee shall consist of the officers of the Association, the immediate past president and three elected members at large. The term for all Executive Committee members-at-large shall be one year. Members-at-large shall have no limit on the number of consecutive terms they may serve provided they are elected annually by the Association membership.
3. A quorum of five (5) Executive Committee members shall be necessary to transact business.
4. Any remaining portion of a term of office filled by a member appointed pursuant to Section 8 of these Bylaws, or a First Vice President assuming the office of President pursuant to Section 6, Paragraph 2 of these Bylaws shall not count as part of the two (2) consecutive term limit under Section 5, Paragraphs 1 and 2.
5. Officers elected at the annual meeting shall assume office on the first day of July.

Revised 5/6/10.

Section 6. Committees

1. Committees, except those specifically established in these Bylaws, may be established by the Executive Committee or by vote at the annual meeting.
2. Any vote to establish a committee shall specify its purpose, the maximum number of members, and whether the committee is to be a standing committee or a committee with a defined term.
3. Appointments to committees shall be for one (1) year terms, coinciding with the Association's annual meeting. There shall be no limit on terms of membership on committees established under this Section.
4. The chairman of any committee established under this Section shall be appointed by the President.
5. The Chairperson of each committee established by the Executive Committee, shall provide a report of its activities to the Executive Committee at least annually.
6. The existing established committees are:
 - a. Executive Committee
 - b. Legislative Committee
 - c. Training Committee
 - d. NH Public Finance Consortium
 - e. Website Advisory Committee
 - f. Membership Committee
 - g. Audit Committee

h. Cooperative Purchasing and Procurement Committee
Revised 5/3/2018.

Section 7. Duties of Officers and Executive Committee

1. The President shall be the chief executive officer of the Association and perform the duties usually incumbent upon the office. He shall appoint all members of any committee except as otherwise provided by the by-laws or unless the Association at a regular or special meeting provides otherwise. He shall be authorized to sign checks on an emergency basis in the absence of the Treasurer but under the same restrictions as the Treasurer. He shall be chairman of the Executive Committee and preside at all Association meetings.
2. The First Vice-President, in the first instance, or the Second Vice-President, shall perform the duties of the President during absence, sickness, or inability of the President to perform his duties. The First Vice President shall assume the office of the President on the death or resignation of the President.
3. The Secretary shall keep a fair and accurate record of all of the proceedings of the Association at regular and special meetings of all of the doings of the Executive Committee with a record of any votes upon any subject taken at a meeting of the Executive Committee and of all up-to-date mailing addresses of the members of the Association.
4. The Treasurer shall be the custodian of all the money and funds of the Association. The Treasurer shall keep a fair and accurate account of all receipts and disbursements and render an account thereof at each regular meeting and at such times as the Executive Committee shall determine. The Treasurer shall pay out funds of the Association only upon direction of a majority of the Executive Committee or the Association President and shall deposit the funds of the Association at the best rates of return only in such banks or financial institutions as are approved by the Executive Committee. The Treasurer shall be responsible for filing with agencies of the state and federal governments with regard to taxes, tax exempt status, or any other matter related to the Association's finances.
5. The Executive Committee shall have full power and authority to all acts and perform all duties which the Association might do or perform during the interval between meetings and may, if a majority of the Executive Committee deems it advisable, direct the President to call a special meeting of the Association to consider any matter which the Executive Committee believes should be considered by the whole Association. The Executive Committee may authorize and delegate to the President, or in case of the absence or inability of the President, the First Vice-President with the Secretary and Treasurer the power and authority to exercise the powers of the Executive Committee so far as they relate to matters and things arising out of the routine management of the Association requiring the formal action of the Officers during intervals between meetings of the Executive Committee.

The Executive Committee shall hold at least four (4) meetings at reasonably uniform intervals throughout the year.

The Executive Committee shall appoint a committee of three (3) members to audit the Treasurer's books upon the close of the Association business year. A report of the Executive Committee's findings shall be made to the membership at the annual meeting.

Revised 5/4/06 and 5/6/10.

Section 8. Elections

The Executive Committee shall be responsible for the preparation of annual nomination for Association officers and Executive Committee members-at-large. Other nominations may be made at the annual meeting.

Elections shall take place at the annual meeting.
Revised 5/3/96.

Section 9. Vacancies

When a vacancy occurs on the Executive Committee or in any regular office, the Executive Committee shall appoint a regular member to fill the position for the duration of its term (other than the positions of President or First Vice-President). Vacancy to any office will exist:

- a. upon death or resignation of an officer or executive committee members;
- b. when an officer or executive committee member no longer qualifies for regular membership in NHGFOA;
- c. when the officer or executive committee member is convicted of a felony; or
- d. when the officer or executive committee member fails to satisfactorily meet the requirements of office as determined by the unanimous vote of the remaining Executive Committee present and voting.

Revised 5/6/10.

Section 10. Meetings

The Association shall hold a regular meeting annually between April 1 and June 30, at such time and place as the Executive Committee shall determine. The Association may hold special meetings when one is called by the President under the direction of the Executive Committee. Notice of meetings shall be transmitted by the Secretary to members by mail at least seven (7) days in advance.

Revised 5/3/96.

Section 11. Dues and Finance

Dues shall be assessed on an annual basis, the amount to be determined by the financial needs of the Association and established by the Executive Committee.

The annual dues shall be payable on application for membership and as of September 1 in each year thereafter. Membership may be suspended from the Association for delinquency in payment of dues after January 1 of the fiscal year.

The Association may accept donations, gifts, or grants in order to further its purposes. Full disclosure of all cash and physical assets shall be made to any member upon request.

The fiscal year for the Association shall be September 1 through August 31.

Revised 5/3/96.

Section 12. Repeal

All By-Laws heretofore adopted by the Association, if any, are hereby repealed.

Section 13. Amendments

Upon petition of 10% of the membership, or by proposal of the Executive Committee, amendments to the by-laws may be recommended to the membership present at any annual or special meeting of the Association. An amendment shall be adopted by an affirmative vote of a majority of the regular members present and voting.

Notice of said meeting shall include a statement of the proposed amendment.

Revised 5/3/96.