

By-Laws

By-Laws of the Colorado Government Human Services Financial Officers Association
Amended and approved by a majority vote at the annual meeting on May 17, 2012; originally adopted at the organizational meeting of the Association on May 11, 2007. **Article I - Name**
A. The name of the Association shall be called the “Colorado Government Human Service Financial Officers Association.” (Hereinafter referred to as the Association).

Article II – Purpose

A. PURPOSE AND OBJECTIVES: The Purpose and Objectives of the Association shall be:

1. To improve the practice of governmental finance and accounting relative to Human Services in Colorado, by developing mutually understandable procedures of accounting and financial reporting between Counties and the State Department by encouraging the use of appropriate technology; by employing consistent financial classification, and principles; by training qualified public officials and employees; and by promoting ethical, high quality governmental service.
2. To develop closer relationships and understanding among those concerned with public Human Service finance in Colorado by facilitating a system of networking, by promoting training and sharing of information among finance officers; by identifying career enhancement opportunities; by providing a forum for the discussion of common issues and problems; and other objectives of a mutual interest to public Human Service finance officers.

B. OPERATIONS: The Association will operate as a not-for-profit organization under the Internal Revenue Code Regulation 501(c)3.

ARTICLE III - MEMBERSHIP

A. TYPES OF MEMBERS: The types of members of the Association shall be:

1. **ACTIVE MEMBERS:** An active member shall be any State or County Human Service employee of a governmental entity in the State of Colorado who has paid membership dues for the current membership period. Active members are eligible for full participation in the Association, including voting and holding office.
2. **ASSOCIATE MEMBERS:** An associate member shall be any person not eligible for active membership who is interested in the principles and practices of governmental finance, who subscribes to the purpose of this Association, and who has paid membership dues for the current membership period. Associate members shall be ineligible to vote or hold office in the Association.

B. **DUES:** Dues shall be set by the Executive Board by Nov 30 each year for each type of member as described in Section A, above. The President may reduce the active membership dues for hardship cases.

C. MEMBERSHIP PERIOD: The membership period shall be the Calendar year of January 1 through December 31

ARTICLE IV- OFFICERS

A. OFFICERS: The officers of this Association shall be a President, a Vice-President, a Treasurer and a Secretary.

B. TERMS: The President and Vice-President shall be elected for a period of one (1) year. The Secretary and Treasurer shall be elected for staggered two (2) year terms. Voting will be conducted by an email ballot prior to the annual conference. The term of every office will begin November 1 following the annual conference/meeting at which ballots are cast for that office, except that the Vice-President shall, without election, succeed to the office of President for the following year.

C. VACANCIES: Any vacancy shall be filled by a majority vote of the Executive Board. The person selected shall serve during the remainder of the un-expired term of the predecessor.

D. DUTIES: The duties of officers shall consist of those duties that normally are performed by such officers, unless such duties are otherwise specifically assigned by the Executive Board.

ARTICLE V - EXECUTIVE BOARD

A. MEMBERS: There shall be an Executive Board of eleven (11) members consisting of the officers, the immediate Past President, and six (6) members elected at large, but with representation from two large counties, two balance of state counties and two state representatives.

B. TERMS: Effective July 1, 2018, at large Executive Board members shall serve for two (2) year staggered terms. The terms of office will begin Nov 1 following the annual conference/meeting where election results are announced.

C. VACANCIES: Vacancies created prior to term end shall be filled by majority vote of the Executive Board. The person selected shall serve during the remainder of the unexpired term of the predecessor. All vacancies shall be filled within sixty (60) days.

D. DUTIES: The Executive Board shall transact the business of the Association; decide policy matters; decide the time, place and program of meetings; make and execute contracts for the Association; study all matters referred to it by members of the Association; and perform other duties pertaining to the advancement, welfare and the best interest of the Association and members.

E. MEETINGS: The Executive Board shall meet as necessary upon the call of the President, but not less than twice each year.

F. **FINANCIAL RESPONSIBILITY:** The Executive Board shall establish procedures and internal controls for the proper manner of receiving and disbursing funds; in addition, the executive board will provide for an annual inspection of the Association's accounts.

G. **QUORUM:** For the purpose of transacting business of the Association, a quorum of the Executive Board shall consist of six (6) members.

ARTICLE VI - ELECTION OF OFFICERS AND EXECUTIVE BOARD

A. Elections shall be conducted in person at the first annual meeting. Voting will be conducted in each succeeding year by either a mail or email ballot, or in person at the annual conference.

B. **NOMINATION COMMITTEE:** For fiscal year 2007-2008 the nominations will be solicited through the existing Finance Officers Group. Each succeeding year a Nomination Committee consisting of the Vice-President, the immediate Past President and the previous Past President shall propose names from the active membership as candidates for each office and at large Executive Board position to be filled. Nominations will be made in a manner that encourages statewide representation on the Executive Board. The Nomination Committee shall email, via electronic means, the ballots for the slate of candidates to the active membership no less than fifteen (15) days prior to the annual business meeting held during the annual conference.

C. **CONDUCT OF ELECTIONS:** The emailing of ballots, copies of the various forms to be used, the counting of the ballots, the announcement of the election results and all other administrative functions relating to the election of officers and at large Executive Board members shall be the responsibility of the nomination committee. All active members shall be eligible to vote. All ballots shall be retained by the immediate Past President for one (1) year after each election.

D. **COMMITTEES:** The President, with assistance from the board, will decide on an annual basis, no later than the January FOG meeting what committees should be in effect for the current year. This will be based on the needs of the organization and can change annually.

ARTICLE VII – MEETINGS

A. **ANNUAL MEETING:** The Association shall hold one annual business meeting for the purpose of conducting the business of the Association. An appropriate notice shall be given to active members at least fifteen (15) days prior to each annual meeting. The annual business meeting shall be held in conjunction with the accounting conference.

B. **MONTHLY MEETINGS:** Monthly meetings may be held for the purpose of conducting the business of the Association. Monthly meetings are held at the State Department of Human Services on the third Friday of each month except the month in which the Annual Accounting Conference and Annual meeting of the Association occur, and the month of December.

C. SPECIAL MEETINGS: Special meetings may be held upon the call of the President at such times as the President deems advisable for the general welfare of the Association, provided, however, that written notice of the date, time and place and the items to be considered shall be given to active members at least ten (10) days prior to such meeting. At special meetings only those matters specified in the call may be considered.

D. PROCEDURES: In the absence of specific text in these articles as to the conduct of the affairs of the Association, parliamentary procedure shall prevail.

ARTICLE VIII - AMENDMENT OF BYLAWS

A. These bylaws may be amended at the annual meeting of the Association by a majority vote of the active members present, providing that written notice of the proposed amendment has been given to active members at least fifteen (15) days prior to the meeting. Bylaws may also be amended by email ballot by a majority of the votes cast.