

# COUNTY FISCAL OFFICERS ASSOCIATION BYLAWS

Amendment September 15, 2016

## ARTICLE I – NAME

The name of this organization shall be “County Fiscal Officers Association of Nevada”, referred to henceforth as C.F.O.A. or the Association.

## ARTICLE II – PURPOSE

The purpose of the Association shall be to improve methods of county, Carson City, and State of Nevada governments; to extend the movement for adequate procedures of accounting, budgeting and financial reporting by county, Carson City, and State of Nevada governments; and to bring about the enlistment and training of qualified public officials and employees. The Association may also be concerned with legislation affecting county, City of Carson and State of Nevada governments, and the personnel of county, Carson City, and State of Nevada government officials.

## ARTICLE III – MISSION STATEMENT

The County Fiscal Officers Association of the State of Nevada is an organization of elected and appointed officials that promotes high work standards, unquestionable ethics and the highest standards of integrity. The Association shall develop and maintain public trust, positive leadership and is committed to providing up-to-date, accurate training to its members. The Association shall be actively involved in education and compiling accurate information regarding State and Federal Legislation. The ultimate purpose of C.F.O.A. is an organization that fosters a membership of professionalism, honesty, efficiency, and accountability.

## ARTICLE IV – AMENDMENTS

Proposed amendments to these Bylaws can be suggested at any time by an Active member of the Association. The process for proposing amendments and adoption of changes are outlined in Section 2 of the Policies and Procedures. Any change requires a 2/3 majority vote of the members present at the Annual Conference; or at times other than the Annual Conference using an electronic voting method upon a 2/3 majority vote of the responding members.

## ARTICLE V – MEMBERSHIPS

1. **Active member:** Any elected, appointed, or acting Assessor, Auditor, Comptroller, Clerk, Finance Director, Recorder, Registrar of Voters, Treasurer and their county deputies in any county, including Carson City, within the State of Nevada shall be eligible for active membership. Active members shall be required to pay dues and are considered members in good standing as defined in the Policies and Procedures.

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2. **Honorary member:** Any member of this Association who was an Active member in good standing at the time they left office shall be eligible for honorary membership. Honorary members shall not be required to pay dues.
3. **Associate member:** Any state employee whose function is directly associated with C.F.O.A. shall be eligible for Associate membership. Associate members shall be required to pay dues.
4. **Sponsor member:** Any organization or company that sponsors C.F.O.A. functions shall be eligible for Sponsor membership. Sponsor members shall not be required to pay dues, see Section 3 of the Policies and Procedures. Conference details related to sponsors are found in Section 5 of the Policies and Procedures.
5. Active and Associate members will be billed annually for dues at the end of each calendar year. Dues shall be for the calendar year January 1 to December 31. The amount is set forth in Section 3 of the Policies and Procedures.
6. Payment of membership dues for Active and Associate members in full constitutes the member being in good standing.
7. Money thus obtained shall be used to defray expenses of the Association and shall be paid by the Treasurer with the final approval of the President.

### ARTICLE VI – OFFICERS

1. The officers of C.F.O.A. shall consist of a President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, Secretary, and Treasurer. These offices shall be held by an elected official or appointed department head.
2. The President, 1<sup>st</sup> and 2<sup>nd</sup> Vice Presidents shall be elected at the Annual Conference and must have been active members for at least four (4) years.
3. The Secretary and the Treasurer shall be elected at the Annual conference to a three (3) -year term (beginning at the Annual Conference in 1998) and must have been active members for at least four (4) years.
4. **Executive Committee:** The Executive Committee shall consist of the immediate past President, the President, the 1<sup>st</sup> Vice President, the 2<sup>nd</sup> Vice President, the Secretary and the Treasurer.
5. **Vacancies:** A vacancy in the office of President occurring mid-term shall be filled by the 1<sup>st</sup> Vice President and the 2<sup>nd</sup> Vice President will move up to 1<sup>st</sup> Vice President. The position of 2<sup>nd</sup> Vice President will remain vacant until the next Annual Conference. In the case of two (2) of the three (3) offices being vacant at the same time, the Executive Committee shall appoint a past President to fill one (1) or both positions until the next Annual Conference. A vacancy mid-term

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in the positions of Secretary or Treasurer will be filled by appointment by the Executive Committee until the next Annual Conference when a new Secretary or Treasurer will be elected to complete the unexpired term.

6. Should officers be unable to perform the duties of their office, (such as in the case of illness) the vacancy guidelines will be enacted.
7. Each year at the Annual Conference, the Board of Directors shall consist of all Past Presidents, the Executive Committee, one member of the Standing Committees appointed by the President, and one (1) member of each County, including Carson City, to be appointed by the Nominating Committee. Terms of the County representatives on the Board of Directors are to be staggered so there are five (5) to six (6) terms up each year.
8. The duties, responsibilities, and guidelines for officers and committees are addressed in Sections 4 and 14 of the Policies and Procedures.

### **ARTICLE VII – FINANCIAL MANAGEMENT**

1. The President, Treasurer, and Audit Committee shall develop a budget for each year before the Annual Conference.
2. The budget shall be presented to the general membership during the business meeting.
3. Financial management details are found in Section 6 of the Policies and Procedures.

### **ARTICLE VIII – ANNUAL CONFERENCE AND MEETINGS**

1. There shall be an Annual Conference of the Association, date and place of conference to be chosen by the group, and at which time election of officers shall be held.
2. A special meeting may be called by the President or on a petition of the majority of members of the Executive Committee. The Board of Directors shall meet at the call of the President and at each Annual Conference. The Executive Committee shall be authorized to appropriate those funds necessary to defray the expenses of the Executive Committee or any special committee member requested to attend an official function.
3. The Annual Conference shall be held from the first call to order through adjournment within a 48-hour period.
4. Details for the Annual Conference and Meetings are located in Section 7 of the Policies and Procedures.

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## **ARTICLE IX – APPOINTMENTS**

1. The following shall be standing committees consisting of at least three (3) Active members, as defined in the Policies and Procedures, each shall be appointed by the incoming President and named immediately following election of officers at the annual business meeting. The President shall designate the chairperson of each committee. Deputies and staff members are eligible to be appointed to the following committees under the following criteria; they are an Active member of the Association and with the approval of their Department Head or the Elected Official in their office.
  - a. Audit Committee
  - b. Bylaws/Policies and Procedures Committee
  - c. Executive Committee
  - d. Historian(s)
  - e. Host Committee
  - f. Legislative Committee
  - g. Nominating Committee
  - h. Resolutions Committee
  - i. Site Selection Committee
  - j. Webmaster

## **ARTICLE X – PARLIAMENTARY AUTHORITY**

1. Conferences and meetings will be conducted in accordance with Roberts Rules of Order.

## **ARTICLE XI – ORDER OF BUSINESS**

1. The Order of Business at each Annual Conference of the Association shall be in accordance with a program adopted at the beginning of the conference and shall include:
  - a. Call to Order
  - b. Roll Call of Officers and Members
  - c. Reading of minutes of previous conference
  - d. Correspondence
  - e. Bills
  - f. Reports
    - i. Treasurer
  - g. Standing Committee Reports
  - h. Adhoc Committees
  - i. Old Business
  - j. New Business
  - k. Closing

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**ARTICLE XII – ANNUAL CONFERENCE CLOSING**

1. A banquet will be held the last evening of the Annual Conference. Planning details and recommendations are provided in the C.F.O.A. Policies and Procedures.

**ARTICLE XIII- GRAND PRIZE DRAWING**

1. A grand prize drawing will be held during the closing night banquet at the Annual Conference. The Executive Committee will determine what the grand prize will be. The recipient must be present to win, an Active member in good standing, and shall only receive the grand prize once in their lifetime.