

Association By-Laws

Government Finance Officers Association of the
United States and Canada · Alberta Chapter

APPROVED
May 20, 2026

EVENT
Annual Conference & AGM

LOCATION
Calgary, Alberta

Purpose

1. The purpose and objectives of the Government Finance Officers Association of the United States and Canada, Alberta Chapter, shall be to enhance the practice of governmental finance in the Province of Alberta.

Membership

2. **Active Member Voting** — includes any person employed in the public sector who has governmental accounting or financial responsibility, regardless of their title. The public sector is defined as including:

- local government
- provincial government
- federal government
- public agencies affiliated with these levels of government

Active Member – Non-voting includes any person employed in the public sector (not in the Province of Alberta) who has governmental accounting or financial responsibility, regardless of their title. Active members non-voting include:

- Public Sector – out of Province
- Retirees from the Public Sector
- Students interested in Local Government

Associate Member — any person not eligible for active membership who is interested in the principles and practices of governmental finance and who subscribes to the purposes of the Association.

3. **Member in Good Standing** — a person who has paid his/her current year membership fee prior to being involved in an Association vote, decision, or activity; except as provided for under Articles No. 6 and No. 7 hereinafter.

Membership Fees and Term

4. The annual membership fee shall be approved by the Board of Directors.
5. Annual membership shall be for the period January 1st to December 31st of each year. Any member who fails to pay the annual membership fee by January 31st of the current membership year, shall be removed from the registrar of members, but such person may be readmitted to membership upon payment of the appropriate membership fee.
6. Any member wishing to withdraw from membership may do so upon notice to the Board through its Secretary.
7. A member may be expelled from membership for any cause, which the Association may deem reasonable upon a two-thirds (2/3) vote of all active members of the Association in good standing who are present at a properly called meeting.

Meetings of the Association

8. The Annual Meeting of the Association shall be held on or before June 30th of each year at such time and place as may be determined by the Directors.
9. Other meetings of the members may be called at the request of the President at such time and place as may be determined by the Directors.
10. Notice of the time and place of all annual and/or special meetings and the general nature of the business to be transacted shall be forwarded by means of electronic transmission, including but not limited to electronic mail to each member at least fourteen (14) days prior to the date of such meeting.
11. Seven (7) active members in good standing shall constitute a quorum at any annual, general, or special meeting of the Association for purposes of transacting business.

Voting

12. Any active member voting in good standing shall be entitled to one (1) vote on any and all matters which come before the membership at any annual, general, or special meeting of the Association. Such vote must be made in person and not by proxy or otherwise.

Election of the Board

- 13.** The Board shall appoint a nominating committee comprised of two (2) active members in good standing who shall select not less than one name, from the active membership in good standing, for each Director position which is to be filled at an Annual Meeting.
- 14.** Additional nominations may be made from the floor at the Annual Meeting by an active member in good standing.
- 15.** All manner of holding elections and the rules of procedure pertaining thereto shall be prescribed by the Board of Directors.

Board of Directors

- 16.** The Board of Directors shall be elected from the active members in good standing, residing in Alberta and shall be comprised of:
 - (a)** the immediate Past-President;
 - (b)** President;
 - (c)** Vice-President;
 - (d)** Secretary;
 - (e)** Treasurer;
 - (f)** up to four (4) Directors-at-Large
- 17.** The Board of Directors, with the exception of the immediate Past-President, shall be elected at an Annual Meeting of the Association and shall hold office for a period of three (3) year(s), or until their successors have been duly elected.
- 18.** Vacancies on the Board of Directors, however caused, may be filled by an appointment by the Board of Directors until a vote is held for that position at the next Annual Meeting of the Association. Such appointment must be made from active members in good standing.
- 19.** Meetings of the Board of Directors may be called at the request of the President at such time and place as he/she may so determine. Meetings of the Board of Directors shall be called giving notice in writing by ordinary mail to each Board member not less than ten (10) days prior to the meeting date, or by giving three (3) days notice by means of electronic transmission, including but not limited to electronic mail.
- 20.** A majority of members of the Board shall constitute a quorum for the transaction of business.

Duties of the Board

- 21.** The Duties of the Board shall be to:
- a)** transact the business of the Association, including policy matters;
 - b)** arrange meetings as to time, place and program;
 - c)** study and refer all matters of interest to the Association;
 - d)** perform such other matters as may be deemed to pertain to the advancement, welfare and best interests of the Association and its members.

Specific Duties of Officers and Officials

President

- 22.** The President shall, when present, preside at all meetings of the members of the Association and the Board of Directors.
- 23.** The President shall be responsible for the general management and supervision of the affairs of the Association.

Vice-President

- 24.** The Vice-President shall assume the duties of the President in the absence of the latter.

Secretary

- 25.** The Secretary or designate shall attend all annual, general and special meetings of the Association and all Board meetings and shall keep accurate minutes of same.
- 26.** Should the Association be required to have a common Seal, the Secretary shall have charge of it, which Seal whenever used shall be authenticated by the signature of the Secretary and President, or, in the case of the death or inability of either to act, by the Vice-President.
- 27.** The Secretary shall ensure a record of all members of the Association and their contact information as received is kept and shall ensure all notices of the various meetings are sent as required.
- 28.** The Secretary shall ensure administration maintains custody of all books, papers, minutes, correspondence, contracts and other documents belonging to the Association.

Treasurer

- 29.** The Treasurer shall designate a member of administration to receive all monies paid to the Association and shall be responsible for the deposit of same in whatever bank the Board may order.

30. The Treasurer shall designate a member of administration to properly account for the funds of the Association and shall keep full and accurate accounts of all transactions.
31. The Treasurer shall present a detailed account of receipts and disbursements to the Board whenever requested and shall submit to the Annual Meeting a statement duly audited or reviewed as hereinafter set forth of the financial position of the Association and shall submit a copy of same to the Secretary for the records of the Association.

Secretary-Treasurer

32. The offices of Secretary and Treasurer may be combined to that of Secretary-Treasurer at any Annual Meeting where election of officers is to occur. The combining of these two offices will be determined by the vote of the majority of those active members present and shall remain in force until such time as a majority vote of active members present at a subsequent Annual Meeting separates the two offices. The Secretary-Treasurer shall perform the duties as set out for the Secretary and the Treasurer.

Immediate Past President

33. The Immediate Past President is responsible for ensuring continuity between Board chairs, and for chairing the nominating committee.

Fiscal Year

34. The fiscal year of the Association shall be January 1st to December 31st.

Auditing

35. The books, accounts and records of the Secretary and the Treasurer shall either be subject to an audit or a review engagement at least once each year by a duly qualified accountant or by two members of the Association, who are not Directors, appointed for that purpose at a meeting of the Board.
36. A complete and proper statement of the financial standing of the Association for the fiscal year audited or reviewed shall be submitted by the Treasurer or their designate to the next ensuing Annual Meeting of the Association.
37. The books and records of the Association may be inspected by any member in good standing at the Annual Meeting or at any time, given reasonable notice and after arranging a time satisfactory to the officer(s) having charge of same.

Remuneration

38. No officer or member of the Association shall receive any remuneration for services provided to the Association.
39. Notwithstanding Article 39, the Board of Directors may authorize the payment of monies to a member for reimbursement of travel and living costs associated with conducting Association business.

Borrowing Powers

40. For the purpose of carrying out its objectives, the Association may borrow, raise or secure the payment of money in such legal manner as it deems necessary, provided only that the borrowing of funds in any manner must receive the prior approval of the active membership of the Association at an Annual Meeting.

Alteration and Amendment of By-Laws

41. The By-laws of the Association may be rescinded, altered or added to by an extraordinary resolution passed by a majority of not less than three-fourths (3/4) of such members entitled to vote as are present in person at a general meeting of which notice specifying the intention to propose the resolution as an extraordinary resolution and the nature thereof, has been given at least (14) days sent by electronic transmission, including but not limited to electronic mail.

Approval & Revision History

APPROVED	April 30th 1984
REVISED	June 10th 1999 — Approved at the Annual General Meeting in Strathcona County
REVISED	September 15th 2011 — Approved at the Annual General Meeting in Banff
REVISED	May 20th, 2026 — Approved at the Annual General Meeting in Calgary

PRESIDENT
Alvin Allim

SECRETARY
Mark DeBoer