

NORTH CAROLINA
LOCAL GOVERNMENT BUDGET ASSOCIATION

BY-LAWS

ARTICLE I

MEMBERSHIP ELIGIBILITY

Section 1. Active membership may be granted to any person engaged in budget or evaluation functions and working for a North Carolina local government, or to any individual interested in the purposes of the Association, upon application to the Treasurer and payment of the annual dues.

Section 2. Student membership may be granted to any undergraduate or graduate student interested in the purposes of the Association, upon application to the Treasurer and payment of the annual dues.

Section 3. Honorary membership may be granted to any resident or former resident of the State of North Carolina who, in the opinion of the Association, has rendered distinguished service to the cause of better representative government. Nominations to honorary membership shall be made by the Board of Directors to the active membership, which shall make all elections to honorary membership.

Section 4. No dues shall be refunded to any member whose membership terminates for any reason, nor may membership be transferred from one person to another during a period for which dues have been paid.

ARTICLE II

OFFICERS, ELECTION, AND BOARD OF DIRECTORS

Section 1. The elected officers of the Association shall be a President, a First Vice President, a Second Vice President, a Third Vice President, a Secretary, and a Treasurer.

Section 2. The Board of Directors of the Association shall be elected at the annual meeting and shall hold their offices for a term of one (1) year. The Board of Directors shall assume office immediately after the close of the annual meeting. No person shall be eligible to hold any office

unless they are an active member of the Association at the time of their election.

Section 3. Nominations for the Board of Directors shall be made by current elected members of the Board of Directors or by a nominating committee of not less than five (5) active members who shall be appointed by the President not later than sixty (60) days prior to the annual meeting. The President shall notify the Secretary of the appointments. Additional nominations may be made from the floor.

Section 4. The President shall not be eligible for re-election. The First Vice President shall become President, the Second Vice President shall become First Vice President, and the Third Vice President will become Second Vice President with the election of new officers. After serving a one (1) year term, the Secretary and Treasurer shall each be eligible for re-election to their respective office up to an additional two (2) terms or may be elected to another officer position.

Section 5. Vacancies for any cause shall be filled for the unexpired term by the Board of Directors. The partial year term shall not count toward a board member's total terms served.

Section 6. The Board of Directors shall consist of the President, First Vice President, Second Vice President, Third Vice President, Secretary, Treasurer, immediate Past President, Marketing Coordinator, and four (4) active members elected at-large from the membership at the annual meeting. Subject to the Constitution and such action as may be taken from time to time by the Association at any meeting, the Board of Directors shall have general control and supervision over the organization and be empowered to determine all questions of policy which may arise during the interval between meetings. The Board of Directors shall meet at such time and place as may be designated by the President.

Section 7. The four (4) active members elected from the membership at-large to the Board of Directors shall serve one (1) year terms. The four (4) active members shall be eligible for re-election for an additional one (1) year term to the at-large positions the Board of Directors or may be elected officers to the Board of Directors.

Section 8. Of the four (4) at-large members of the Board of Directors, two (2) shall be appointed from counties and two (2) from municipalities.

Section 9. The Marketing Coordinator shall serve a one (1) year term. The Marketing Coordinator shall be eligible for re-election for an additional two (2) terms or may be elected to another officer position.

Section 10. A majority of the Board of Directors shall constitute a quorum and any questions may be decided by the majority vote of those in attendance.

ARTICLE III

DUTIES OF OFFICERS

Section 1. The President shall preside at all meetings of the Association, but may at his/her discretion, arrange for presiding officers for other meetings. He/she shall be responsible for the coordination and management of the operations of the Association, subject, however, to the policies established by the Board of Directors. He/she shall do any and all things that, with the approval of the Board of Directors, he/she may deem necessary to carry out the provisions of the By-Laws, to protect the rights and interests of the Association, and to discharge all of the duties incumbent upon a presiding officer or as directed by resolution of the Association.

Section 2. The First Vice President shall have such powers and duties as may be prescribed by the Association, Board of Directors, or as delegated by the President. In case of the absence or disability of the President or when circumstances prevent the President from acting, the First Vice President shall perform the duties of the President.

Section 3. The Second Vice President shall have such powers and duties as delegated by the Association, Board of Directors, or as delegated by the President. In case of disability of the First Vice President, to the extent that he/she is unable to perform his/her duties, or in his/her absence from any meeting where attendance would be required, the Second Vice President shall perform the duties of the First Vice President during the continuance of such disability or absence. The Second Vice President shall serve on the Program Committee with the Third Vice President, and serve as Program Chairman of an annual winter and an annual summer meeting.

Section 4. The Third Vice President shall have such powers and duties as delegated by the Association, Board of Directors, or as delegated by the President. In case of disability of the Second Vice President, to the extent that he/she is unable to perform his/her duties, or in his/her absence from any meeting where attendance would be required, the Third Vice President shall perform the duties of the Second Vice President during the continuance of such disability or absence. The Third Vice President shall serve on the Program Committee with the Second Vice President, and serve as Program Chairman for an annual winter and an annual summer meeting.

Section 5. The Treasurer shall receive and disburse all monies; keep an accurate and correct record of all financial transactions of the Association; and prepare monthly reconciliations and reports on the transactions. The Treasurer shall submit semi-annual reports to the Board of Directors on the assets, liabilities, receipts, and disbursements of the Association for the immediate two preceding calendar quarters; and shall submit an annual report to the membership at the annual business meeting (usually held at the summer conference). The Treasurer shall relinquish the books and records to an auditing committee appointed by the President for annual audit.

Section 6. The Secretary shall attend and keep a record of the minutes of all meetings of the Association and Board of Directors and of any meetings of the members. The Secretary shall keep such books and records as may be required by the Board of Directors, shall have charge of the seal of the Association and shall give notices of meetings of the Board of Directors, provided, however, that any persons calling such meetings may, after informing the Secretary at their option, themselves give such notice. The outgoing Secretary shall take minutes at the annual meeting whereby a new Secretary is elected. This will allow for a smooth transition and allow the new Secretary to observe the first meeting without the requirement to take minutes. At the time of officer change, all records held by the Secretary shall pass to the new officer.

DUTIES OF NON-OFFICERS

Section 7. The Marketing Coordinator shall assist with all matters related to the Association's website, social media accounts, external communications to members, and other marketing and communication duties as assigned by the President, First Vice President, Second Vice President, or Third Vice President.

Section 8. The At-Large Municipal and At-Large County representatives shall assist with matters related to general membership concerns and will perform duties as assigned by the President.

ARTICLE IV

MEETINGS

Section 1. The Association shall hold at least one (1) annual meeting at such time and place as may be determined by the Board of Directors. Additional meetings of the Association may be held at such times and places as may be determined by the Board of Directors.

ARTICLE V

VOTING

Section 1. On all questions coming before the Association at any meeting, each active member shall have one vote, which vote shall be cast by the active members present. Except as otherwise provided, a majority vote shall govern in all cases. Between meetings, the Board of Directors may submit any question to the Association's active membership by mail ballot and such question so submitted shall be resolved in the same manner as in any meeting.

ARTICLE VI

FINANCIAL AFFAIRS

Section 1. The fiscal year of the Association shall be September 1 to August 31, of each year, unless otherwise established by the Board of Directors.

Section 2. The Treasurer shall prepare and submit to the Board of Directors not less than fifteen (15) days prior to the first day of the fiscal year a proposed budget reflecting the previous year's income and expenditures as well as the anticipated income and expenditures for the upcoming fiscal year.

Section 3. Copies of the proposed budget shall be made available by the Board of Directors to any member of the Association upon request to the Treasurer.

Section 4. The annual budget shall be approved and adopted by the Board of Directors upon a simple majority vote.

Section 5. The budget may be amended by the Board of Directors but all such proposed amendments shall be first filed with the Treasurer prior to their approval.

Section 6. The Board of Directors shall determine the dues and fees to be paid by the active, retired, and student members to support the necessary activities of the Association.

ARTICLE VII

RULES OF ORDER

Section 1. Parliamentary authority and procedure at all meetings shall be governed by "Robert's Rules of Order," newly revised, unless otherwise governed by these By-Laws.

ARTICLE VIII

AMENDMENTS TO THE BY-LAWS

Section 1. A two-thirds majority of the active members present may amend these By-Laws providing that they receive, in writing, the proposed amendment at least thirty (30) days before a constituted meeting.

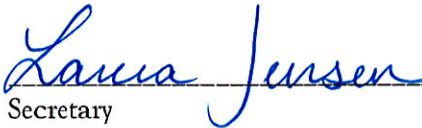
Section 2. If the proposed amendment has not been communicated at least thirty (30) days previous to the constituted meeting, a three-fourths majority of the active members present may amend the By-Laws.

ARTICLE IX

NO PRIVATE BENEFIT

Section 1. No part of the net earnings of the Association shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the Association shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article III of the Constitution.

These By-Laws stand as amended this the 14th day of December, 2017 by the Board of Directors and general membership of the Association until such time as future revisions are required and voted on.


Secretary


President