



LOS ANGELES CHAPTER BYLAWS

Approved by the Chapter Membership on July 15, 2025

Table of Contents

Article I – Name

Article II – Authority, Mission, and Objectives

Section 1. Authority

Section 2. Vision, Mission, Values

Section 3. Goals and Objectives

Article III – Code of Ethics

Article IV – Membership

Section 1. Members

Section 2. Duties of Members

Section 3. Discipline and Suspension of Members

Section 4. Communications

Article V – Meetings of Members

Section 1. Calls to Meetings

Section 2. Notice of Meetings

Section 3. Conducting Meetings

Section 4. Quorum

Section 5. Voting Action

Article VI – Chapter Officers and Directors

Section 1. Chapter Officers

Section 2. Chapter Directors or Vice Presidents or Chairs

Section 3. Volunteer Services

Section 4. Removal of Chapter Officers and Directors

Article VII – Chapter Executive Committee (CEC)

Section 1. Chapter Executive Committee

Section 2. CEC Meetings

Section 3. CEC Quorum and Voting Action

Article VIII – Nomination and Election of Officers and Directors

Section 1. Nominations

Section 2. Campaigning

Section 3. Balloting

Section 4. Election Results

Section 5. Filling of Vacancies

Article IX – Committees and Task Forces

Article X – Fiscal Year

Article XI – Financial Responsibilities

Section 1. Authority

Section 2. Budget

Section 3. Records Management

Article XII – Dues

Article XIII – Dissolution

Article XIV – Parliamentary Authority

Article XV – Amendments

Section 1. General

Section 2. Origination of Bylaws and Policies and Procedures Amendments

Section 3. Processing Procedures

Article XVI – Liability of Officers and Indemnification

Section 1. Limitation on Liability

Section 2. Indemnification

AGA Los Angeles Chapter

The National AGA was founded September 14, 1950.

The AGA Los Angeles Chapter received its charter from National AGA on October 26, 1955.

BYLAWS

Article I

NAME

The name of the organization is the AGA Los Angeles Chapter (hereinafter referred to as the “Chapter”).

Article II

AUTHORITY, MISSION AND OBJECTIVES

SECTION 1. AUTHORITY

This Chapter derives its name and authority from and is chartered by AGA, and is subject to the official "[National Bylaws](#)" and "Policies and Procedures" of AGA (hereinafter referred to as the "Association" or "AGA").

SECTION 2. VISION, MISSION, VALUES

VISION: To represent the premier association for advancing government accountability in our community.

MISSION: AGA is a professional association advancing accountability, transparency, and leadership by promoting education, certification, innovation and collaboration across all levels of government and to stakeholders.

VALUES: Service, Accountability, Integrity, Leadership

SECTION 3. GOALS AND OBJECTIVES

The Association's goals and objectives are detailed in its [strategic plan](#) which is published via the AGA website (agacgfm.org).

Article III

CODE OF ETHICS

In order to foster the highest professional standards and behavior, and exemplary service to all levels of government, Chapter members are expected to abide by the [Association's Code of Ethics](#) which has been developed by the national organization and is published via the AGA website to the membership and CGFMs.

Article IV

MEMBERSHIP

SECTION 1. MEMBERS

As defined in the Association's National Bylaws, the members of the Chapter shall consist of:

- Full Member – An individual with full voting rights who participates in all chapter activities and receives full benefits.
- Early Career Member – A recent graduate or young professional with reduced dues.
- Student Member – An enrolled student pursuing a degree.
- Retired Member – A previously active member now retired from professional work.
- Lifetime Member – A full member who has been granted lifetime membership by AGA.
- Honorary Member – An individual recognized for outstanding contributions; non-voting unless granted full rights by the chapter.

Each member, with the exception of honorary members, is a voting member of the Chapter, having one vote.

SECTION 2. DUTIES OF MEMBERS

It is the duty and responsibility of members to:

- (a) Endorse the vision, mission, values, goals and objectives of the Association.
- (b) Uphold and be guided in their professional conduct by the Association's Code of Ethics.
- (c) Cooperate with the Association's Professional Ethics Board in any investigations of alleged violations of the Code of Ethics.
- (d) Maintain current membership in accordance with Association and Chapter requirements.

- (e) Vote on matters submitted to the Chapter membership for a vote.

SECTION 3. DISCIPLINE AND SUSPENSION OF MEMBERS

Discipline and suspension of members will be as set forth in the Association’s National Bylaws.

Section 4. COMMUNICATIONS

Chapter communications to members may be disseminated in writing or electronically (e.g., website, email, type and form in which the recipient is able to retrieve the communication).

Article V

MEETINGS OF MEMBERS

SECTION 1. CALLS TO MEETINGS

General membership meetings to advance the objectives of the Chapter may be called on such dates and at such times and places as designated by the Chapter President.

Special membership meetings may be called by members having at least twenty (20) percent of the votes entitled to be cast at such a meeting.

SECTION 2. NOTICE OF MEETINGS

Reasonable Notice of each general membership meeting of the Chapter must be communicated to each member of the Chapter at least fourteen (14) days prior to the meeting. Notice of a special membership meeting must be communicated to each member of the Chapter at least three (3) days in advance.

SECTION 3. CONDUCTING MEETINGS

Annual and special membership meetings can be held at a geographic location or by means of the Internet or other electronic communications technology in a fashion pursuant to which the members have the opportunity to substantially read or hear the proceedings concurrently with their occurrence, vote on matters submitted to the members, pose questions and make comments.

SECTION 4. QUORUM

Twenty (20) percent of the voting members or five (5) members, whichever is less, shall constitute a quorum for the transaction of official business presented at any Chapter meeting of the membership.

SECTION 5. VOTING ACTION

- (a) Except as otherwise provided in these Bylaws or by law, membership matters requiring a vote must be approved by a majority vote of the voting members present at any meeting at which there is a quorum. The exception to the majority rule which requires approval of 2/3 of the voting members present at a meeting for which a quorum is present is Changes to these Bylaws (see Article XV).
- (b) In lieu of a meeting, the Chapter President may call for a poll vote (via mail, email, text or phone) on matters requiring a membership vote.

Article VI

CHAPTER OFFICERS AND DIRECTORS

SECTION 1. CHAPTER OFFICERS

The Officers of the Chapter shall be the Chapter President, the Chapter President-Elect, the Immediate Past President, the Secretary, the Treasurer, secretary-elect, treasurer-elect..

- (a) The President shall be the prior year's President-Elect and shall serve for a one-year term in addition to any period in which he/she filled a vacancy in the office of President. In special circumstances with the approval of a statewide representative, a president may serve without previously having served in any position.

The Treasurer shall be the prior year's Treasurer-Elect and shall serve for a one-year term in addition to any period in which he/she filled a vacancy in the office of Treasurer. In special circumstances with the approval of a statewide representative and president, a treasurer may serve without previously having served in any position.

The secretary shall be the prior year's secretary-Elect and shall serve for a one-year term in addition to any period in which he/she filled a vacancy in the office of Treasurer. In special circumstances with the approval of a statewide representative and president, a secretary may serve without previously having served in any position.

- (b) The President-Elect, Treasurer-Elect and Secretary-elect shall be elected annually for a one-year term as provided in Article VIII.

SECTION 2. CHAPTER DIRECTORS and/or use VICE PRESIDENTS OR CHAIRS THROUGHOUT DOCUMENT

- (a) The Chapter Directors include the following positions:

Note: These positions and committees are to be reviewed and updated by the CEC based on Chapter needs and operational goals.

- Membership
- Education/Programs
- Accountability (CCR)
- Community Service
- Early Career/Young Professionals
- Professional Certification
- Newsletter/Publications
- Webmaster/IT
- Social Media
- Bylaws and Procedures committee
- Nominating committee
- Awards and Recognition committee

- (b) Chapter Directors will be elected annually for one-year terms as provided for in Article VIII. In special circumstances with the approval of a statewide representative, a Chapter Director may serve longer or without previously having served in any position.

SECTION 3. VOLUNTEER SERVICES

All Chapter Officers and directors shall serve in these positions on a voluntary basis without compensation by the Chapter. This shall not, however, prevent the Chapter from reducing or waiving fees or charges for Officers and Directors participating in Chapter activities or offerings, or from compensating any Officer or Director for services to the Chapter independent of the functions of an Officer or Director, provided that any such adjustment in fees or charges, or any such arrangement for compensated services, shall be adequately disclosed to the Chapter membership prior to its occurrence.

SECTION 4. REMOVAL OF CHAPTER OFFICERS AND DIRECTORS

The responsibilities of Chapter Officers and Directors/Vice Presidents/Chairs are set forth in the Chapter's policies and procedures manual. Chapter Officers and Directors/ Vice Presidents /Chairs are expected to perform those duties.

A member of the Chapter Executive Committee may be removed with cause, by vote of two-thirds (2/3) of the voting CEC members. "Cause" under this Section 3 shall be defined to include not meeting the position's stated responsibilities, violations of AGA's Code of Ethics as determined by the Ethics Committee, and as provided by law and in the Association's Policies and Procedures.

Article VII

CHAPTER EXECUTIVE COMMITTEE

SECTION 1. CHAPTER EXECUTIVE COMMITTEE (CEC)

- (a) The governing body of the Chapter shall be the CEC which will consist of the officers and directors, each member having one vote.
- (b) If the Chapter President is absent from the CEC meeting, the officer to preside shall be determined in the following succession: Chapter President-Elect, Immediate Past Chapter President, Secretary, Secretary-elect, Treasurer or Treasurer-Elect.

SECTION 2. CEC MEETINGS

Meetings of the CEC are strongly recommended to be held at least monthly on such date and time and manner as may be designated by the Chapter President.

SECTION 3. CEC QUORUM AND VOTING ACTION

- (a) A quorum for a CEC meeting is at least two-thirds of the voting members of the CEC. In situations where CEC numbers are less than 6 total, quorum shall be established by the attendance of the majority of voting CEC members.
- (b) Except as otherwise provided in these Bylaws, matters requiring a vote by the CEC shall be approved by a majority of voting members present for which a quorum is present, The exceptions to the majority rule, which require approval of 2/3 of the voting members, are removal of Chapter officers and directors (see Article VI, Section 3) and setting the annual Chapter dues rate (see Article XII).
- (c) In lieu of a meeting, the Chapter President may call for a poll vote (via mail, email, voting application or phone, including text messages) on matters requiring a CEC vote. Any vote taken in this manner that is not unanimous must be resubmitted to the CEC at its next meeting for ratification. All votes must be visible to all other CEC members and each member is limited to one vote, except in situations where there is a contest for officer or President positions.
- (d) Voting occurring in lieu of a meeting shall include all CEC members and will allow a minimum of 24 hours to vote but no more than 3 days for all votes to be submitted. Results being documented in the meeting minutes of the next possible CEC Meeting.
- (e) Certification of votes and election results will occur by chapter secretary if occurring during a meeting. In lieu of a meeting, certification will occur in a format approved in Section 3(c) with documented votes visible to all other CEC members at the next CEC Meeting or sooner as needed.

- (f) Unless precluded by other sections of these Bylaws and without limitations regarding other matters, the CEC shall have responsibility for the following matters based on voting as prescribed in this Article.
- (1) Promulgate the policies and programs of the Association and the Chapter.
 - (2) Adopt an Annual Budget and approve revisions thereof in excess of ten percent of budgeted expenditures.
 - (3) Establish a Chapter dues schedule for all classes of Chapter members.
 - (4) Develop a Policy and Procedures Manual for the Chapter and see that it is implemented. Also approve all changes in the manual.
 - (5) Review all actions and programs of the Chapter's Committees and Task Forces. The CEC may require Committees or Task Forces to appear before it at appropriate times.
 - (6) Appoint the immediate past president as the Chapter's Representative to the National Council of Chapters.
 - (7) Appoint the President-Elect as the Achievements in Chapter Excellence (ACE) reporting representative for the chapter.

Article VIII

NOMINATION AND ELECTION OF OFFICERS AND DIRECTORS

SECTION 1. NOMINATIONS

Candidates for Officers and Directors must be submitted by the Nominating Committee no later than ten (10) days prior to the election date, as set forth in the Chapter Policies and Procedures.

The nomination window for CEC elections is January 1st to January 31st

AGA Los Angeles Chapter leadership roles are defined as follows:

- President – Provides overall leadership, presides over meetings, and represents the chapter at events.
- President-Elect – Assists the President and prepares to assume the presidency in the next year.
- Immediate Past President – Supports continuity and chairs the nominating committee.
- Treasurer – Manages financial records, prepares budgets, and ensures compliance with audit requirements.
- Secretary – Maintains meeting minutes, chapter records, and administrative documentation.
- Director of Education / Programs Chair – Organizes meetings, webinars, and training events.
- Professional Certification Chair – Promotes CGFM certification and organizes study opportunities.
- Membership Chair – Oversees recruitment, engagement, and retention efforts.

- Early Career/Young Professionals Chair – Plans initiatives for recent graduates and early-career members.
- Student & Academic Outreach Chair – Builds relationships with local colleges and students.
- Community Service Chair – Coordinates volunteer and community engagement projects.
- Newsletter / Publications Chair – Publishes chapter updates and professional articles.
- Webmaster / IT Chair – Maintains the chapter website and technical tools.
- Social Media Chair – Manages the chapter’s digital presence and engagement.
- Bylaws & Procedures Chair – Maintains and updates chapter governing documents.
- Awards & Recognition Chair – Manages chapter recognition and honors programs.
- Nominating Committee Chair – Facilitates the election process and candidate selection.

SECTION 2. CAMPAIGNING

Campaigning by candidates for elective office is not permitted.

SECTION 3. BALLOTING

When there is a contest for an Officer or Director position:

- (a) Ballots will be communicated in such form as the Chapter Bylaws and Procedures Committee may designate.
- (b) The Chapter membership shall cast votes in a time frame outlined in the Chapter Policies and Procedures or determined by the Chapter Bylaws and Procedures Committee.

SECTION 4. ELECTION RESULTS

Results of elections shall be tabulated as designated by the Chapter Bylaws and Procedures Committee, which shall certify the results to the Chapter President. When there is no contest for an elective office, the Chair of Chapter Bylaws and Procedures Committee shall certify the election to the Chapter President without ballot.

SECTION 5. FILLING OF VACANCIES

In the event of a vacancy occurring in an Officer or Director position, the position will be filled as set forth in the Chapter Policies and Procedures.

1. Requirements: Must be a current chapter member in good standing.
 - a. If multiple CEC members are interested an election will occur.
 - b. Otherwise, those willing to take on the role can ask for it and be elected by the CEC.

2. In the event that the vacancy remains, responsibilities will be shared among the remaining CEC membership. A transition plan to be established in communication with regional and statewide representatives.

Article IX

COMMITTEES AND TASK FORCES

The CEC will create any committees and task force as deemed necessary to fulfill the needs of the chapter and allow for chapter leadership development and involvement.

In addition, the Chapter President, upon ratification by the CEC, may establish such Committees and Task Forces as may be needed to assist the CEC and the Chapter President in carrying out the programs and operations of the Chapter.

Committee membership, terms and responsibilities will be as set forth in the Chapter policies, through ratification by the Chapter Executive Committee as allowed in article XV. Committees and task forces can begin prior to amendments being included in bylaws, with CEC approval of charter for a stated task force or committee. The charter must include:

1. Purpose scope of work
2. Goals and objectives
3. Timelines and milestones
4. Membership and roles
5. Reporting structure
6. Authority and decision-making limits

Article X

FISCAL YEAR

The fiscal year of the Chapter shall end at the close of business on the (April 1st) day of (March 31) of each year.

Article XI

FINANCIAL RESPONSIBILITIES

SECTION 1. AUTHORITY

The Chapter Executive Committee shall have authority to prescribe such procedures as it deems appropriate to assure adequate budgetary and financial controls for the Chapter.

1. two-thirds majority is needed for approval of expenditures
 - a. In time limited situations where expenditure approval has been granted, the Chapter President, Treasurer and Secretary can decide on approving additional cost - with unanimous consent among all three, as long as it is not more than 10% over - stated cost, and must be as a benefit to the chapter. The additional cost must be reported to CEC at the next meeting.
 - b. In extenuating circumstances where time does not allow for a vote, expenditures can be approved by Chapter President, Treasurer and Secretary with unanimous consent among all three, and cannot exceed \$500.
 - i. This is limited to once a year.
 - ii. Must be reported to CEC at the next chapter meeting.
 - iii. Must be for the benefit of the chapter or event being hosted by the chapter.
2. Only Chapter President and Treasurer may enact any and all expenditures and revenue transactions for the chapter.

SECTION 2. BUDGET

A chapter budget and strategic objectives will be submitted in June, prior to the beginning of the operating year. Chapter operating year is July 1st to June 30th. Approval of the budget and strategic objectives they support, by the Chapter Executive Committee shall constitute authority for the responsible officials of the Chapter to obligate funds as provided in the budget. However, no commitment shall be made that will cause the pertinent category of expense in the budget to be exceeded by more than 10 percent (10%), unless this expense has the advance approval of the Chapter Executive Committee.

Section 3. Records Management:

Chapter financial records are to be maintained per current prescribed laws and regulations, audited annually as set forth in the Chapter Policies and Procedures.

Article XII

DUES

The Chapter portion of the annual dues rates for the different categories of membership shall be set by a two-thirds (2/3) vote of the CEC. [See Article VII, Section 3]. Chapter portion of the annual due rates are set forth in the Chapter Policies and Procedures.

Any civilian member who is required to serve an initial tour of duty with the United States Armed Forces or who, as a reservist, is called upon to perform extended active duty shall be granted a leave of absence from the Chapter while performing such military duty. Upon request, the member's dues shall be waived.

Article XIII

DISSOLUTION

In the event of liquidation, dissolution or winding up of the business and affairs of the Chapter, whether voluntary or involuntary or by operation of law, all assets shall, after payment or making provisions for payment of all liabilities of the Chapter, be distributed exclusively to AGA, provided that the Association shall at the time qualify as exempt under Section 501(c)(3) of the Internal Revenue Code of 1986, or corresponding provisions of any future Internal Revenue Law. If at that time the Association is no longer exempt under Section 501(c)(3), the CEC shall dispose of all assets exclusively for the purpose of the Chapter or to such Association or organization as shall at the time qualify as exempt under Section 501(c)(3), in such manner as the Chapter Executive Committee shall determine.

Article XIV

PARLIAMENTARY AUTHORITY

Robert's Rules of Order, Newly Revised, shall govern the proceedings of the Chapter unless otherwise provided by statute, the Articles of Incorporation of the Chapter, or these Bylaws.

Article XV

AMENDMENTS

SECTION 1. GENERAL

The power to make, alter, amend or repeal the Bylaws shall be vested in the Chapter membership. The power to make, alter, amend or repeal the Policies and Procedures is vested in the Chapter Executive Committee, provided that any such action of the Chapter Executive Committee can be overturned by a two-thirds vote of the Chapter membership.

SECTION 2. ORIGINATION OF BYLAWS AND POLICIES AND PROCEDURES AMENDMENTS

These bylaws shall be reviewed at least once every three years to ensure consistency with the AGA National Bylaws, or when there are significant changes in the AGA National Bylaws.

Proposed changes in these Bylaws and the Policies and Procedures of the Chapter shall be submitted in the following manner:

- (a) By proposal, in writing, to the President-Elect, or President if the President-Elect position is vacant, from any Chapter Executive Committee or the AGA National Office.

- (b) By proposal, in writing to the President-Elect signed by 75% percent of the membership or 10 (ten) members of the Chapter, whichever is less. A 30-day notice will be provided to members for all proposed bylaw amendments

SECTION 3. PROCESSING PROCEDURES

Bylaws: Proposals shall be submitted to the Chapter's Bylaws and Procedures Committee. The Chapter Bylaws cannot contradict nor contain any ambiguity in relation to AGA's National Bylaws. After review and coordination with the initiator, appropriate changes along with Committee analysis shall be submitted to the CEC who shall submit Bylaws changes to the Chapter membership for a vote. Amendments to these bylaws shall require a two-thirds majority vote of members, provided a quorum is met and a 30-day notice has been issued, for approval. After ratification by the membership, the amendments to the Chapter Bylaws should be provided to the AGA National Office.

Policies and Procedures: Modifications to the Policies and Procedures shall become effective upon approval by a majority of the CEC.

Article XVI

LIABILITY OF OFFICERS AND INDEMNIFICATION

SECTION 1. LIMITATION ON LIABILITY

Notwithstanding any provision to the contrary, the real and personal property of the Chapter officers, Directors and Committee and Task Force members shall not be available to satisfy any of the Chapter's corporate debts to any extent whatsoever.

SECTION 2. INDEMNIFICATION

- (a) The Chapter may indemnify any current or former director, current or former officer, or any person who may have served at AGA's request as a director or officer of another Corporation, against expenses actually and necessarily incurred by him or her in connection with the defense of any action, suit, or proceeding in which he or she is made a party by reason of being or having been such director or officer, if such person acted in a manner required by the law of the Chapter's state of incorporation in order to be eligible for indemnification.
- (b) Expenses, including attorney's fees, incurred in defending a civil or criminal action, suit or proceeding may be paid by the Chapter in advance of the final disposition of the action, suit or proceeding as authorized by the Chapter Executive Committee in the specific case, upon receipt a written of a written affirmation of his or her good faith belief that he or she has met the relevant standard of conduct for indemnification and a written commitment to repay any funds advanced if is

ultimately determined by a court of law or AGA's Ethics Committee that the individual who has not met the relevant standard of conduct.

- (c) The indemnification provided hereunder shall not be deemed exclusive of any other rights to which those seeking indemnification may be entitled under any applicable statute as amended from time to time, any bylaw, agreement, vote of the members of the Chapter or disinterested directors or otherwise, both as to action in their official capacity and as to action in another capacity while holding such office. Such indemnification shall continue as to a person who has ceased to be a Chapter officer or director and shall inure to the benefit of the heirs, executors, and administrators of such person.