

COUNTY FISCAL OFFICERS ASSOCIATION
POLICIES AND PROCEDURES
Amended September 14, 2017

1. MISSION STATEMENT

The Mission Statement of the Association (Bylaws Article III) which must be approved by the membership along with any amendments, shall be mailed to all members and prospective members annually and be available on the C.F.O.A. website.

2. AMENDMENTS

- A. Suggestions for updates to the Association Bylaws and/or Policies and Procedures will be prepared by the Bylaws/Policies and Procedures Committee and forwarded to the President of the Association. The President of the Association will propose the changes to the Executive Committee for consideration. The Executive Committee members will vote as to if the change merits consideration by the membership. If in favor, then the President will notify the Chair of the Bylaws/Policy and Procedures Committee. The President is then responsible for distribution to the membership. If opposed, further action is not required.
- B. These Policies and Procedures along with any amendments to same must be approved by 2/3 vote of the members at the Annual Conference or at times other than the Annual Conference using an electronic voting method by a 2/3 majority vote of the responding members. All votes will be counted by the Secretary.

3. MEMBERSHIPS

- A. Article V of the Association Bylaws details the eligibility requirements for membership.
- B. Active and Associate members as defined in the Bylaws must pay dues in full to be considered members in good standing.
- C. Honorary and Sponsor members as defined in the Bylaws are not required to pay dues to be considered members in good standing.
- D. Dues are billed by the Secretary annually at the end of the calendar year. Refer to Article V of the Bylaws.
- E. Dues are effective for the calendar year January 1 to December 31.
- F. Dues shall be Sixty Dollars (\$60.00) annually for each Active and Associate member. Dues must be paid in advance for calendar year January 1 to December 31.
- G. Payment of dues will be made to the Association Treasurer.
- H. The Treasurer will record payments received and send out reminder notices one month after initial bill is sent to members if dues remain unpaid.

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4. DUTIES OF OFFICERS

- A. President: The President chairs the Annual Conference, serves as a member of the Host Committee, signs contracts, approves conference expenses, verifies conference details (see conference details section), assists the Treasurer in developing the budget, orders and presents conference medallions, appoints committee members, designates the chair of each committee or assignment, and assigns duties to officers as needed.
- B. 1st Vice President: The 1st Vice President serves as a member of the Host Committee, approves conference expenses, and assists the President as needed.
- C. 2nd Vice President: The 2nd Vice President has an understanding of the Association Bylaws along with the Policies and Procedures and provides guidance or correction on same, along with fulfilling other duties as needed and assigned by the President.
- D. Secretary: The Secretary maintains the membership roster, sends notification to members annually for dues, provides roster to Treasurer for collection and proper recording of payments, and is responsible for letters of appreciation (see Section 13)
- E. Treasurer: The Treasurer collects and deposits funds for membership payments and conference sponsors, assists the President in ordering and presenting conference medallions, retains any excess medallions, assists the Secretary with the letters of appreciation, develops the budget, and prepares the After-Conference report.

5. ANNUAL CONFERENCE AND MEETINGS

- A. CONVENTION CONTRACT/MEALS
 Only the President can sign a contract with a conference facility. The President must also approve all meals, room arrangements, breaks and cocktail parties before finalization of the arrangements.
- B. CONFERENCE EXPENSES/CONTRIBUTIONS
 The Host Committee cannot spend more on a conference than collected in contributions unless first approved by the President and 1st Vice President.
- C. REGISTRATION FEE
 Member registration fee will be \$75 per member and \$50 per guest.
- D. SPONSOR/VENDOR EXHIBITS REGISTRATION FEE
 Vendors will pay per the following schedule:

Contribution Amount	Color	Conference Registration	Description
\$100 to \$250	General	-1-	Name in Program only
\$251 to \$500	Copper	-2-	Booth/Name in Program
\$501 to \$750	Silver	-3-	Booth/Name in Program
\$751 to \$1,499	Gold	-4-	Booth/Name in Program
\$1,500 +	Platinum	-6-	Booth/Name in Program

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- i. All sponsors/vendors are required to pay registration fees in full by the deadline established by the conference coordinator BEFORE they are assigned any exhibit space or are listed as a sponsor in the Annual Conference program.
- ii. Candidates running for State Office are prohibited from eligibility as a Sponsor member as this could cause implied bias for Clerks/Registrars.
- iii. While every effort will be made to accommodate the sponsors/vendors requests pertaining to the exhibit space, the final decision on exhibit location is assigned by the President.

E. CANCELLATION POLICY

- i. Members registration fee is non-refundable.
- ii. Sponsors/vendors may request a refund for their registration fee. Refund consideration is at the discretion of the Board.

6. FINANCIAL MANAGEMENT

- A. The President, Treasurer, and Audit Committee will develop a budget for each year before the Annual Conference, with same to be acted upon by the general membership during the business meeting. The Treasurer will be responsible for making sure expenditures correspond to the adopted budget unless an emergency arises (See Article VII).
- B. All claims are to be approved in writing by the President before payment by the Treasurer unless an emergency situation exists, which will allow payment of such claims by verbal approval of the President to be followed by written approval.
- C. The Association checking account will require two signatures. All officers are to be designated as signers on the account. The Treasurer's signature is required on a check along with the signature of any one of the other officers, preferably the President if available.
- D. The Secretary or Treasurer is authorized to use a debit card for payment of expenses authorized in writing by the President.
- E. A total amount of \$275 will be budgeted annually for gifts as follows:
 - i. \$150 for 1st Vice President to purchase gift for outgoing President.
 - ii. \$125 for outgoing President to purchase gifts for board officers.
- F. After-Conference Report: Within 60 days, the Treasurer shall prepare and post to the C.F.O.A. website a statement of total costs for the conference, per person, with a notification by email to all members.

7. ANNUAL CONFERENCE AND MEETING DETAILS

The following conference details, which need to be addressed before the Annual Conference, should be developed into a checklist to be completed by the Host Committee and verified by the President.

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- I. A suite for the President at the Host Hotel which should be comped by the hotel or paid by C.F.O.A.
- II. Breakfast the first morning to be reserved for the Host County Commissioners if they desire to host the same
- III. Name badges for all attendees
- IV. Registration table set up, etc.
- V. Notice to vendors regarding conference, etc.
- VI. Designation of space for vendor exhibits
- VII. Annual Conference program
- VIII. Meeting rooms for breakout sessions
- IX. Someone to welcome the participants, perform the invocation and National Anthem
- X. Flag for opening session (may be presented by a local honor guard)
- XI. Audio/Visual equipment (microphones, projector, projection screen, etc.) to be used during the opening session, business meeting and break-out rooms as well as any other special equipment needed by speakers and presenters
- XII. Poster board acknowledgements to identify sponsor(s) for each function
- XIII. President to prepare a "Welcome and Orientation" which briefly outlines the goals, purposes, and format of C.F.O.A.
- XIV. Head table for business meetings and Annual Banquet

8. CONFERENCE MEDALLIONS

The President and Treasurer are responsible for ordering medallions to be handed out at the Annual Conference. Only members registered for the conference are allowed to receive a medallion. Any excess medallions will be retained by the C.F.O.A. Treasurer and be offered for sale based on the current price of silver.

9. SPEAKERS

10. MEALS AND BREAKS

11. ENTERTAINMENT

12. CLOSING NIGHT BANQUET

- I. Select venue
- II. Establish menu
- III. Flowers for head table at Annual Banquet **
- IV. Wine for closing night banquet **
- V. Corsages etc. for officers to be installed **

**Suggestions but NOT mandatory

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13. LETTERS OF APPRECIATION

The Secretary will ensure that letters of appreciation are given to all conference contributors, speakers, and any other participants designated by the President.

14. COMMITTEE NOMINATIONS AND APPOINTMENTS

The incoming President, after elections during the business meeting, will name the Committee appointments and Chairman of each Committee for the coming year.

Standing Committees

- I. Audit Committee
- II. Bylaws/Policies & Procedures Committee
- III. Executive Committee
- IV. Historian(s)
- V. Host Committee
- VI. Legislative Committee
- VII. Nominating Committee
- VIII. Resolutions Committee
- IX. Site Selection Committee
- X. Webmaster

- A. Adhoc Committees: Appointed by the President, as need arises to address issues as requested by the membership.
- B. Audit Committee: Comprised of three (3) members with staggered 2-year terms. The committee consists of one (1) Auditor or Comptroller, one (1) Treasurer, and one (1) other member. No member of the Executive Board can serve on this committee. This Committee is responsible for auditing both the Annual Conference expenses/receipts and the Association accounts within 30 days of the conclusion of the Annual Conference. Audit will occur on an annual basis for the preceding January 1 thru December 31 calendar year. Appointments to this committee are made in the same manner as other committees.
- C. Bylaws/Policies and Procedures Committee: Comprised of any three (3) Active members. Changes suggested by membership will be drafted and submitted to the membership no less than thirty days before the beginning of the Annual Conference.
- D. Executive Committee: Comprised of the immediate past President, the current President, the 1st Vice President, the 2nd Vice President, the Secretary and the Treasurer.
- E. Historian(s): The President will designate the Historian(s) immediately following election of officers at the annual business meeting.
- F. Host Committee: Comprised of the President, the 1st Vice President, and all the fiscal officers in the Host County. Responsibilities include organizing Annual Conference details and maintaining a conference checklist.

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- G. Legislative Committee: Comprised of one (1) Recorder, one (1) Clerk, one (1) Treasurer, and one (1) Comptroller. All will serve equally as co-chairpersons. Responsibilities include communicating legislative issues to the President.
- H. Nominating Committee: Comprised of three (3) past Presidents, one of which is the immediate past President. Upon report of the Nominating Committee at the annual business meeting, opportunity shall be given for nominations from the floor for all offices open for election. If more than one (1) person is nominated for any particular office, then voting shall be by secret ballot.
- I. Resolutions Committee:
- J. Site Selection Committee:
- K. Webmaster:

15. DOOR PRIZE DRAWINGS

Members and sponsors wishing to participate will bring a door prize for the drawing. For members/sponsors to be eligible for the door prize drawings, they must contribute an unwrapped gift and deposit a business card for the drawing. Only those individuals bringing a door prize are eligible for the drawing. The President will assign the duty of drawing names for door prizes to an Active member and will notify this individual of this assignment before the Annual Conference. The individual assigned this responsibility is responsible for keeping track of the names used in the drawings during the conference.

16. MEADOW MUFFIN AWARD

The Meadow Muffin Award is intended to recognize a member of the Association that has had a particularly challenging year either professionally and/or personally and rose to the challenge.

All members may provide their nominations for this award to the President. The President is then responsible for determining who will receive the award and make the presentation at the closing night banquet. The program for each Annual Conference shall include a list of all recipients of the Meadow Muffin Award and the year in which they received it.

17. GRAND PRIZE DRAWING

The Executive Committee will determine what the grand prize will be. The recipient must be an Active member in good standing, must be present to win, and can only receive the grand prize once in their lifetime.