

CHARTER & BYLAWS of the
ASSOCIATION for BUDGETING and FINANCIAL MANAGEMENT
AMERICAN SOCIETY FOR PUBLIC ADMINISTRATION

1. Preamble

The American Society for Public Administration (ASPA) recognizes the development of specialized areas of interest within its membership as important to the advancement of the aims and purposes of the Society. Accordingly, it has granted and approved the following Charter & Bylaws for the Association for Budgeting and Financial Management. This Charter & Bylaws are subject to the Constitution and Bylaws of the Society and to official ASPA policies governing the creation, evaluation, and termination of sections.

Article I. Name and Purpose

Section 1. Name: This organization shall be known as the Association for Budgeting and Financial Management (ABFM), a section of the American Society for Public Administration (ASPA).

Section 2. Purpose: ABFM is organized for the professional and educational purposes of: exclusively charitable and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986, as now in effect or as many hereafter be amended (“Code”). Without limiting the generality of the foregoing, such purposes include the following:

- (a) Advancing the science, processes, and art of public administration as it relates to budgeting and financial management.
- (b) Advancing the equality of opportunity of all persons through public administration.

In furtherance of its exclusively charitable and educational purposes, ABFM shall have all general powers of an unincorporated association, together with the power to solicit and accept grants and contributions of such purposes.

Article II. Activities

Section 1. Activities: ABFM may undertake the following activities:

A. Professional Development

- 1. To define the types of knowledge, skills, and behavior associated with public budgeting and financial management.
- 2. To develop ethical standards to aid administrators who must challenge government actions in order to maintain their professional integrity.

3. To collaborate with and encourage institutions of higher education to develop improved programs and academic curriculum offerings in public budgeting and financial management.
4. To sponsor an annual conference on Public Budgeting and Financial Management.
5. To develop workshops and panels for ASPA national conferences, regional conferences and chapter programs.

B. Cooperative Relationships

1. To negotiate, execute and monitor an agreement/contract with Public Financial Publications Incorporated to produce a journal on public budgeting and financial management.
2. To encourage and foster cooperative relationships with other professional associations in the field of public budgeting and financial management.

C. Publications & Communications

1. To publish a newsletter for ABFM members.
2. To identify topics which should be included in the literature on budgeting and financial management, including but not limited to conference papers, articles, and books.
3. To develop and maintain means of communications utilizing modern technology (i.e., electronic media, homepage on the World Wide Web/Internet).

D. Public Policy Issue

1. To provide a forum for the discussion of current issues of special concern to public budgeting and financial management students and professionals.
2. To develop a mechanism to comment upon federal, state, and local legislation pertaining to governmental budgeting and financial management, as well as executive or judicial actions in this area.
3. To develop procedures for commenting on financial implications of proposed legislation and public policy.

E. Research

1. To identify research projects which could be funded by foundations and governmental agencies.
2. To recommend to foundations and agencies the wisdom of sponsoring research projects as identified. (Any grants or contracts for projects involving an ASPA section must be approved by the National Council).

Section 2. Political Campaigns or Activities: No substantial part of the activities of ABFM shall be the carrying on of propaganda, or otherwise attempting to influence legislation (except as otherwise permitted by Section 501(h) of the Code), and ABFM shall not participate in, or intervene in (including the publishing or distribution of statements concerning) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of these articles, ABFM shall not carry on any other activities not permitted to be carried on

(a) by any organization exempt from federal income tax under Section 501(c)(3) of the Code,
or

(b) by an organization, contributions to which are deductible under Section 170(c)(2) of the Code.

Section 3. Annual Report: ABFM shall prepare and submit to the ASPA National Council an annual report on its activities and financial position. The report format will adhere to that which is required by the ASPA national office and shall be submitted for the period of time covering ABFM's fiscal year, as outlined below.

Article III. Membership and Membership Dues

Section 1. Membership: Membership in ABFM shall be open to all individuals and organizations who desire active association with ABFM and who pay the annual dues.

Section 2. Benefits of Membership: All members shall have the right to vote for elective officers of ABFM, to receive publications of ABFM, to participate in all activities of ABFM, and to receive other benefits and opportunities as appropriate.

Section 3. Membership Categories:

- A. Full ASPA-ABFM membership status shall be granted to all who pay the appropriate ASPA and ABFM annual membership dues. Effective January 1, 1997, annual section dues for full membership status will be \$25.00, in addition to ASPA membership dues.

- B. Student membership status will be offered to all ASPA student members. Effective January 1, 1997, annual ABFM dues for student membership status shall be \$15.00, in addition to ASPA membership dues.
- C. Limited ABFM membership status shall be granted to all who pay the appropriate ABFM annual membership dues. Effective August 1999, annual dues for limited membership status will be \$25.00, in addition to ASPA processing fees of \$25.00.
- D. ABFM institutional membership status shall be granted to all governmental agencies and non-academic organizations that pay the appropriate annual membership dues. Effective August 1999, annual dues for institutional membership status shall be \$150.00.

Article IV. Officers and Their Responsibilities

Section 1. Executive Committee:

- A. The elective officers of ABFM shall be the Chairperson, Chairperson-Elect, Vice-Chairperson, Immediate Past-Chairperson, and an Executive Committee of nine members. The term of the Chairperson shall be no longer than one year, unless unexpected circumstances happen as specified in Article IV, section 1B. When the term of the Chairperson expires, the Chairperson-Elect shall automatically succeed to the office of Chairperson, and the Vice-Chairperson shall automatically succeed to the office of Chair-Elect. Other members elected to the Executive Committee will serve staggered three-year terms.
- B. In the event that the position of Chairperson becomes vacant before the end of the term, the Chair-Elect shall immediately become the Chairperson for the remainder of the term, and will also serve as Chairperson for the full terms that follow. In the event that the position of Chair-Elect or Vice-Chairperson becomes vacant before the end of the term, the Executive Committee may hold a special election for replacement, or hold the position vacant until the regularly scheduled election of the position.
- C. Any vacancies on the Executive Committee of less than one year shall be filled by an appointee selected by the remaining members of the Executive Committee. Vacancies of more than one year shall be filled until the next election by an appointee selected by the remaining Executive Committee. At that time the vacancy (or vacancies) shall be filled by the person(s) receiving the next highest number of votes after the three, three-year terms have been filled by the three persons receiving the highest number of votes.
- D. The Executive Committee is responsible for overall performance and functioning of ABFM. Among its responsibilities shall be the following

1. Determine ABFM dues, subject to approval by the ASPA National Council
 2. Approve ABFM annual programs, budget, and work plan
 3. Adopt policies on issues of relevance to ABFM concerns
 4. Accept donations, grants, and contracts for ABFM, subject to ASPA policies and procedures
 5. Approve and monitor the contract with PFP, Inc., to produce Public Budgeting & Finance
 6. Approve PFP representatives as nominated by the chairperson.
- E. The Executive Director of ASPA, or his or her designate and the National Council liaison shall serve as ex-officio members of the Executive Committee. Also, the Secretary Treasurer, and Newsletter Editor of ABFM shall serve on the Executive Committee as ex-officio members. Ex-officio members of the ABFM Executive Committee shall not have voting rights on the ABFM Executive Committee.

Section 2. Chairperson: The Chairperson shall perform the following duties

- A. Represent ABFM in the ASPA assembly held at the annual ASPA National Conference;
- B. Act as ABFM's official spokesperson, always striving to further the interests and concerns of the membership;
- C. Appoint the following officers and/or committee chairpersons from the ABFM members in good standing and others as deemed necessary:
 1. Secretary
 2. Treasurer
 3. Archivist
 4. Newsletter Editor
 5. Membership Chairperson
 6. Student Paper Award Coordinator
 7. Conference Committee Chair
- D. The Chairperson shall nominate and obtain executive committee approval for ABFM representatives to Public Financial Publications Incorporated.

Section 3. Secretary: The Secretary of ABFM shall perform the following duties:

- A. Maintain a current list of the Executive Committee and Committee Chairpersons. This list should include name, address, phone numbers (both voice and fax) as well as an e-mail address where available.
- B. Attend and record the minutes of all executive committee meetings, forwarding a copy of such to each executive committee member no later than 60 days after the date of the executive committee meeting.
- C. Ensure that all members of the executive committee are notified of the date and time of each executive committee meeting.
- D. Perform other duties as assigned/requested by the Chairperson.

Section 4. Treasurer: The Treasurer of ABFM shall perform the following duties:

- A. Have a fiduciary responsibility over financial matters for and those related to ABFM (i.e., any cooperative relationship that includes a financial concern).
- B. Prepare and execute the annual budget, to be approved by the Executive Committee no later than 30 days prior to the beginning of the fiscal year.
- C. Maintain the financial records of ABFM in accordance with sound financial management and accounting practices, and provide regular financial reports to the executive committee, consisting of:
 - 1. Balance Sheet
 - 2. Statement of Cash Flows
 - 3. Statement of Income and Expenses
 - 4. Schedule of Accounts Receivable and Accounts Payable
 - 5. Budget versus Actual Expenditures
- D. Submit the required annual reports on the financial position of ABFM to the ASPA National Office and National Council.
- E. In conjunction with the Chairperson-Elect and the Conference Committee Chair, negotiate and sign the hotel contract for the Annual Conference on Public Budgeting and Financial Management, and forward the contract to the Executive Director of ASPA for review prior to signing the contract with the hotel.
- F. Exercise responsibility for the financial affairs associated with the ABFM Annual Conference on Public Budgeting and Financial Management.
- G. Perform other duties as assigned/requested by the Chairperson.

Section 5. Archivist: The Archivist of ABFM shall provide and serve as a repository to preserve and protect all correspondence and records deemed by the officers of ABFM as being worthy and important to be preserved for ABFM's history.

Section 6. Newsletter Editor: The Newsletter Editor of ABFM shall perform the following duties:

- A. Coordinate the publication of the newsletter of ABFM and maintain electronic media.
- B. Ensure that appropriate financial records regarding the cost of producing and delivering the newsletter to the membership are maintained and forwarded to the Treasurer of ABFM in a timely manner for proper payment and settlement.
- C. Improve and enhance the newsletter of ABFM, submitting it for consideration in the annual ASPA national outstanding section newsletter program.

Section 7. Membership Chairperson: The Membership Chairperson of ABFM shall perform the following duties:

- A. Coordinate a membership recruitment effort, using such media as the PA Times and other professional journal publications to recruit public administration professionals and students to join ASPA and ABFM.
- B. Contact those former ABFM/ASPA members who have allowed their ABFM membership status to lapse and encourage them to rejoin ABFM.
- C. Evaluate the Annual Conference on Public Budgeting and Financial Management, and no later than 90 days after the annual conference, provide a summary analysis and feedback to the conference program committee and executive committee.

Section 8. Student Paper Award Coordinator: The Student Paper Award Coordinator of ABFM shall organize the coordinate the annual student paper award per guidance and direction from the Chairperson and Executive Committee.

Section 9. Nominating Committee Chairperson: The Chairperson of the Nominating Committee shall be the Immediate Past Chairperson of ABFM and shall ensure that the annual election of officers is conducted as prescribed in Article V. Elections, as outlined below. If the Immediate Past Chairperson of ABFM is unable to fulfill the role and responsibilities of the Nominating Committee Chairperson, then the current Chairperson of ABFM shall appoint a replacement to chair the Nominating Committee.

Section 10. Howard Award Committee Chairperson: The Chairperson of the Howard Award Committee shall be the Past Chairperson of ABFM and shall coordinate the recruitment of nominations and selection of the annual Howard Award recipient as prescribed in the Howard Award criteria as determined by the Executive Committee of ABFM. If the Past Chairperson of

ABFM is unable to fulfill the role and responsibilities of the Howard Award Committee Chairperson, then the current Chairperson of ABFM shall appoint a replacement to chair the Howard Award Committee.

Section 11. Wildavsky Award Committee Chairperson: The Chairperson of the Wildavsky Award Committee shall be the current Chairperson of ABFM and shall seek nominations for and coordinate the selection of the annual award recipient as prescribed in the Wildavsky Award criteria as determined by the Executive Committee of ABFM. If the current Chairperson of ABFM is unable to fulfill the role and responsibilities of Wildavsky Award Committee Chairperson, then he/she shall appoint a replacement to chair the Wildavsky Award Committee.

ARTICLE V. Elections

Section 1. Eligibility: All current members of ABFM shall have the right to vote for the elected officers of ABFM.

Section 2. Election Procedure: The election procedures shall be as follows

- A. The Chairperson shall appoint the Chairperson of the Nominating Committee and four additional committee members at least six months prior to the ABFM Annual Conference on Public Budgeting and Financial Management.
- B. The Nominating Committee shall receive and solicit nominations among ABFM membership and publish a slate of eligible candidates at least four months prior to the annual ABFM Annual Conference on Public Budgeting and Financial Management. Members of ABFM in good standing are eligible candidates.

The following positions shall be open for election in each year:

- 1. Vice-Chairperson (assuming the position of Chairperson in two years)
 - 2. Other Executive Committee positions that shall be vacant
 - 3. Chairperson in the following year, if the position of Chair-Elect is vacant or if the Chair-Elect shall be unable to succeed the office of Chairperson.
- C. Election ballots shall be finalized and distributed to all those on the current ABFM membership by mid July. The ballot shall include (1) the nominating committee's slate of nominees, (2) a brief biographical summary of each nominee, and (3) ample space for write-in candidates. All completed ballots will be returned to the Nominating Committee Chairperson by the end of July.

- D. The results of the annual election of officers shall be published in the ABFM newsletter and announced at the executive committee and general membership meeting held during the Annual ABFM Conference on Public Budgeting and Financial Management.
- E. All newly elected and appointed officers shall assume their office on the first day of the fiscal year beginning after the election or upon the effective date of their appointment.

ARTICLE VI. Finance and Administration

Section 1. Accounting Method: ABFM dues shall be collected and allocated quarterly to ABFM by the ASPA Executive Director. ABFM shall maintain its own financial records, checking and savings accounts, and be responsible for all financial transactions. ABFM shall use the accrual method of accounting.

Section 2. Fiscal Year: ABFM's fiscal year shall begin on January 1 and end on December 31 of each year. The employer identification number [i.e., "EIN" or "TIN" – taxpayer identification number of the section] assigned by the Internal Revenue Service to ABFM is: 52-1204197.

Section 3. Change of Accounting Procedures: ABFM may change the accounting procedures as described in Article VI, Section 1 by decision of the Executive Committee. For the change to take effect in the following year, the ASPA Executive Director shall be notified of the desire at least two (2) months before the new fiscal year begins.

Section 4. Compensation: No part of the net earnings of ABFM shall incur to the benefit of, or be distributable to any director or officer of ABFM, or any other private person, except that ABFM shall be authorized and empowered to pay reasonable compensation for services rendered to or for ABFM and to make payments and distributions in furtherance of the purposes set forth hereinabove.

Section 5. Office of the Secretariat: To maintain section relationships with ASPA and facilitate the operations of ABFM, Office of the Secretariat of ABFM shall be responsible for the following duties:

- (a) Maintain section relationships with ASPA
- (b) Maintain and update official web site and listserv for ABFM
- (c) Assist the conference committee to develop the annual conference program and with the Treasurer to finalize conference details
- (d) Maintain membership records and producing membership promotional materials
- (e) Maintain financial records and, through the Treasurer, process receipts and payments for conference registrations and the like
- (f) Work with the membership committee to implement membership expansion initiatives
- (g) Carry out other responsibilities as assigned by the Executive Committee

The Executive Committee of ABFM shall determine the location of the host institution through an open and fair process. The term of hosting the Office shall be for three years. The first term shall begin on October 1, 2000 and end on June 30, 2003. The Executive Committee may authorize the Secretariat through contract to carry out the Archivist responsibilities stated in Article IV, section 5.

The host institution of the Office of the Secretariat shall provide the necessary personnel, space, and administrative support. ABFM shall provide funding for operating costs of the Office.

Section 6. Administration and support: ABFM shall be responsible for the administration and support of its program and activities. An annual operating budget and work plan shall be prepared by the Treasurer and Chair-elect, and approved by the Executive Committee at the annual Executive Committee and general membership meeting during the Annual Conference on Public Budgeting and Financial Management.

The ASPA Executive Director shall provide ABFM with periodic membership rosters and labels, ASPA handbooks, membership brochures and application forms, ASPA officers newsletters, membership reports, and other appropriate information.

In addition, the ASPA Executive Director shall organize workshops for officers of ABFM along with other ASPA sections and shall provide coordination and linkage between ABFM and other ASPA organizational components.

Section 7. Purchase of Administrative Services: Based upon the recommendation of the Chairperson ABFM, the Executive Committee may purchase specific services from the ASPA National Office. Services and their respective costs shall be negotiated between the ASPA Executive Director and the Chairperson and Treasurer of ABFM.

Section 8. Grants and Contracts: The ASPA National Council is responsible for approving, receiving, and auditing grants or contracts solicited by ABFM. As a tax exempt, non-profit educational organization, ASPA is qualified to receive designated donations for the programs and activities sponsored by ABFM. An overhead charge shall be applied to all grants and contracts.

Section 9. Dissolution and Liquidation: In the event of dissolution or final liquidation of ABFM, after paying or making provision for the payment of all of the liabilities and obligations of ABFM and for necessary expenses thereof, all of the remaining assets and property of ABFM shall be distributed to the American Society for Public Administration provided it remains organized and operated exclusively for charitable or educational purposes as shall at the time qualify as an exempt organization under Section 501(c)(3) of the Code, and if not, to an organization which does so qualify. In no event shall any of such assets or property be distributed to any director or officer or to any private individual.

ARTICLE VII. Meetings

Section 1. General Membership Meetings: A general membership meeting of ABFM shall be held at least annually during ABFM's Annual Conference on Public Budgeting and Financial Management or as scheduled by the Executive Committee.

Section 2. Executive Committee Meetings: The Executive Committee shall meet as such times and places as may be arranged by the Chairperson or as requested by two-thirds of current Executive Committee members.

Section 3. Other Meetings: The Executive Committee may arrange for regional, special or other meetings of ABFM or its committees at such times and places as appropriate. Funding for all such meetings shall be limited to amounts budgets unless special additional funds are made available from other sources.

ARTICLE VIII. Amendments

Section 1. Substantive Changes: Substantive changes in this Charter & Bylaws may be approved by the membership at the Executive Committee and general membership meeting held during ABFM's Annual Conference on Public Budgeting and Financial Management or by mail ballot. Consistent with inclusion of ABFM in the group federal income tax exemption ruling of the American Society for Public Administration (identified by the Internal Revenue Service as Group Exemption Number 3155), all amendments to the ABFM Charter which may be made from time to time shall be submitted to the American Society for Public Administration for its approval. If interim action is required, the Executive Committee may submit the amendments to the National Council of the American Society for Public Administration.

Section 2. Clarifying Changes: Clarifying changes which are in accord with policies of the National Council and which the Executive Director of ASPA and the Chairperson of ABFM consider desirable may be made in this Charter & Bylaws from time to time without referral to the National Council. Such changes shall be reported to membership at the next regularly scheduled Executive Committee or general membership meeting.

AGREED TO and APPROVED by the GENERAL MEMBERSHIP on OCTOBER 6, 2000 subsequently amended.