

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

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 Mission

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: The mission of ABFM is to advance the science, processes, and art of public administration as it relates to budgeting and financial management.

ABFM is organized for exclusively charitable and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986 (hereafter "Code"), as now in effect or as it may hereafter be amended. In furtherance of its exclusively charitable and educational purposes, ABFM shall have all general powers of an incorporated 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 for public budgeting and finance officers and managers.
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 communicate using electronic media.

D. Public Policy Issues

1. To provide a forum through its website, publications, and meetings for the discussion of current issues of special concern to public budgeting and financial management students, academic researchers and teachers, and professionals.
2. To develop a mechanism for its members through its website, publications, and meetings 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 its members through its website, publications, and meetings for commenting on budgetary and 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 attempting to influence legislation (except as otherwise permitted by Section 501(h) of the Code), and ABFM shall not participate in any political campaign on behalf of or in opposition to any candidate for public office. ABFM shall comply with all provisions of Section 501(c)(3) of the Code and 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 will follow the format of the ASPA national office and shall be submitted for the period of time covering ABFM's fiscal year.

### Article III. Membership Categories, Rights, and Dues

Section 1. Membership: Membership in ABFM shall be open to all individuals and organizations who pay the annual dues. Dues for different membership categories shall be set by the Executive Committee.

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.
- B. Student membership status will be offered to all ASPA student members..
- C. ABFM-Only individual membership status shall be granted to all who pay the appropriate ABFM annual membership dues.
- D. ABFM-Only institutional membership status shall be granted to all governmental agencies and non-academic organizations that pay the appropriate annual membership dues.

### Article IV. Officers and Their Responsibilities

#### Section 1. Executive Committee:

- A. The elective officers of ABFM shall be the Chair, Chair-Elect, Vice-Chair, Immediate Past-Chair, and an Executive Committee of nine members. The term of the Chair shall be no longer than one year, unless unexpected circumstances

happen as specified in Article IV, section 1B. When the term of the Chair expires, the Chair-Elect shall automatically succeed to the office of Chair, and the Vice-Chair 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 Chair becomes vacant before the end of the term, the Chair-Elect shall immediately become the Chair for the remainder of the term, and will also serve as Chair for the full term that follows. In the event that the position of Chair-Elect or Vice-Chair 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, and determine ABFM-Only dues.
  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 designate, and the ASPA National Council liaison, shall serve as *ex-officio* members of the Executive Committee. The Secretary-Archivist, Treasurer, and Newsletter Editor of ABFM shall also 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. Chair: The Chair shall:

- 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 chairs, and others as deemed necessary, from ABFM members in good standing:
  - 1. Secretary-Archivist
  - 2. Treasurer
  - 3. Newsletter Editor
  - 4. Membership Chair
  - 5. Curro Student Paper Award Chair and at least four committee members
  - 6. Wildavsky Award Committee Members—at least four committee members
  - 7. Howard Award Committee Members—at least four committee members
  - 8. Webmaster/Website Manager
  - 9. Site Selection Committee Chair and Members—at least four committee members
  - 10. Nominating Committee Members—at least four committee members
- D. The Chair may appoint a Vice-Treasurer after consultation with the Treasurer.
- E. The Chair shall nominate and obtain executive committee approval for ABFM representatives to Public Financial Publications, Incorporated. Whenever possible, the Chair shall nominate the Chair-Elect, Vice-Chair, Vice-Chair Elect, and the Immediate Past-Chair for service on the PFP Board.
- F. The Chair shall appoint ad hoc committees to consider issues of concern to the ABFM, as determined necessary by the Executive Committee.

Section 3. The Chair-Elect and Vice-Chair: The Chair-Elect and Vice-Chair shall support the Chair throughout the fiscal year. In addition, the Chair-Elect shall be Conference Committee Chair. The Conference Committee Chair shall:

- A. Develop the call for proposals.
- B. Plan the conference schedule, determine and approve panel, paper and poster presentations, and arrange for conference sponsorships.
- C. Correspond with all conference participants and printing the conference program.
- D. Work with the conference hotel management on room set-up, registration and

breaks, meals, receptions and other such details.

- E. Arrange for the conduct of registration throughout the conference, utilizing graduate students from ABFM member institutions.
- F. Work closely with the Treasurer regarding conference registration and sponsorships, supporting the Treasurer in conference "close-out" in the month(s) following the conclusion of the conference.

Section 4. Secretary-Archivist: The Secretary-Archivist of ABFM shall:

- A. Maintain a list of the current Executive Committee and Committee Chairs. This list should include name, address, phone numbers (voice and fax) and e-mail address.
- 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. Preserve all records deemed to be important for understanding the history of ABFM, such as conference programs, quarterly newsletters, meeting minutes, and financial records. ABFM's officers shall determine which records shall be permanently retained and which shall be kept for a specified number of years.
- E. Perform other duties as assigned/requested by the Chair.

Section 5. Treasurer: The Treasurer of ABFM shall:

- A. Have a fiduciary responsibility for the finances of ABFM.
- 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 annual 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 annual report on the financial position of ABFM to the ASPA National Office and National Council.
- E. In conjunction with the Chair-Elect and the Conference Committee Chair, negotiate and sign the hotel contract for the Annual Conference on Public Budgeting and Financial Management, after forwarding the contract to the Executive Director of ASPA for review.
- F. Exercise responsibility for the registrations and other finances associated with the ABFM Annual Conference on Public Budgeting and Financial Management.
- G. The Treasurer shall oversee the activities of the Vice-Treasurer, who will assist the Treasurer. The Chair may appoint a Vice-Treasurer after consultation with the Treasurer.
- H. Perform other duties as assigned/requested by the Chair.

Section 6. Newsletter Editor: The Newsletter Editor of ABFM shall:

- A. Coordinate publication of the ABFM newsletter.
- 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. Webmaster/Web Manager: The Webmaster/Web Manager shall:

- A. Serve as manager of the ABFM website and work cooperatively with Editor of Line Item and the Secretariat to promote the website and any other ABFM communications, as directed by the ABFM Chair.
- B. The webmaster shall provide the Chair and Secretariat with the login and password information necessary for accessing the ABFM website, the email program used for publishing Line Item, and other ABFM emails

Section 8. Membership Chair: The Membership Chair of ABFM shall:

- 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 9. Nominating Committee Chair: The Chair of the Nominating Committee shall be the Immediate Past Chair 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 Chair of ABFM is unable to fulfill the role and responsibilities of the Nominating Committee Chair, then the current Chair of ABFM shall appoint a replacement to chair the Nominating Committee.

Section 10. Curro Student Paper Award Chair: The Curro Student Paper Award Chair of ABFM shall coordinate the annual student paper award following the guidance of the Chair and Executive Committee. The Michael Curro Award shall be awarded to the best submission from outstanding public budgeting and finance papers written by graduate students as part of a course, independent study, or other faculty supervised project. By April 15, the Secretary, in cooperation with the Newspaper Editor and Webmaster, shall solicit nominations for the Award from the Membership, which shall be submitted to the Committee Chair by July 1. In deliberation and by a majority vote, the Committee shall select the graduate paper most worthy of the Curro Award by July 31.

Section 11. Howard Award Committee Chair: The Chair of the Howard Award Committee shall be the Past Chair 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 Chair of ABFM is unable to fulfill the role and responsibilities of the Howard Award Committee Chair, then the current Chair of ABFM shall appoint a replacement to chair the Howard Award Committee. The Howard Award shall honor lifetime achievement by a practitioner in the field of budgeting and financial management. By April 15, the Secretary, in cooperation with the Newspaper Editor and Webmaster, shall solicit nominations for the Award from the Membership, which shall be submitted to the Committee Chair by July 1. In deliberation and by a majority vote, the Committee shall select the graduate paper most worthy of the Curro Award by July 31.

Section 12. Wildavsky Award Committee Chair: The Chair of the Wildavsky Award Committee shall be the current Chair 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 Chair of ABFM is unable to fulfill the role and responsibilities of Wildavsky Award Committee Chair, then he/she shall appoint a replacement to chair the Wildavsky Award Committee. The Wildavsky award shall honor



lifetime achievement for academic work in budgeting and financial management. By April 15, the Secretary, in cooperation with the Newspaper Editor and Webmaster, shall solicit nominations for the Award from the Membership, which shall be submitted to the Committee Chair by July 1. In deliberation and by a majority vote, the Committee shall select the graduate paper most worthy of the Curro Award by July 31.

Section 13. Conference Site Selection Committee Chair: The Chair of the Conference Site Selection Committee shall be the current Vice Chair, who shall solicit proposals for the location of the conference that will occur when that Vice Chair shall serve as ABFM Chair. The current Chair and Treasurer shall serve on the committee ex officio. At least two other ABFM members shall also serve on the committee. The Committee shall present its recommendation to the Executive Committee for its approval.

#### 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 Chair shall appoint a Nominating Committee chaired by the Immediate Past Chair and four additional committee members by the end of March.
- B. The Nominating Committee shall receive and solicit nominations among ABFM. Members of ABFM in good standing are eligible candidates.

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

- 1. Vice-Chair (assuming the position of Chair in two years)
  - 2. Other Executive Committee positions that shall be vacant
  - 3. Chair 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 Chair.
- C. Election ballots shall be finalized and distributed electronically by the Secretary to all those on the current ABFM membership by early 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. Returned ballots received by the end of July shall be tallied by the Secretary and reported to the Chair.
  - 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 January 1 of the 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 then 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. ABFM shall maintain and prepare its financial reports using the employer identification number assigned by the Internal Revenue Service.

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 ABFM and to make payments and distributions in furtherance of the purposes set forth above.

Section 5. Travel Reimbursement for ABFM Officers on Official Business: As part of official duties, ABFM Officers, Executive Committee members, or others designated by the ABFM Chair, may be requested to act as representatives on behalf of the Association at various meetings and conferences, aside from the annual ABFM conference. Examples of official business meetings include those of the American Society for Public Administration (ASPA) and its sections, the Public Financial Publications (PFP) Board, the Governmental Accounting Standards Advisory Council (GASAC), and the Governmental Accounting Standards Board (GASB). In the event these representatives are unable to teleconference or obtain travel funding from other sources, representatives may request reimbursement for travel expenses from ABFM.

A. ABFM may reimburse travel expenses up to an allowance to be set annually. Consistent with Article IV, Section 5 B, the Treasurer shall recommend as part of the annual budget a maximum travel reimbursement allowance for approval by the Executive Committee.

B. Requests for reimbursement shall be submitted to the Travel Reimbursement Committee (see Section 7 of the Bylaws for a description of the Committee). The Treasurer shall develop travel reimbursement procedures, including pre-travel estimated cost approval and post-travel documentation and payment procedures.

C. Reimbursements shall not be permitted for meetings when telephone, video, and computer conferencing options are available.

D. Travel reimbursements may be denied or suspended for a given fiscal year upon a majority vote of the Executive Committee.

Section 6: Travel Reimbursement for ABFM Award Recipients: ABFM award recipients shall receive complimentary registration and reimbursement for one night of hotel accommodations and reasonable travel expenses incurred for travel to the ABFM conference to receive their award. The Treasurer shall assist recipients with registration and coordinate their travel reimbursements. Award travel reimbursements may be suspended for a given fiscal year upon a majority vote of the Executive Committee.

Section 7: ABFM Financial Audit Committee: Within three weeks of the beginning of the new fiscal year beginning January 1, the Treasurer shall present to the Financial Audit Committee records of all financial transactions, payments, and reimbursements conducted during the prior fiscal year. The Committee shall review these transactions to ensure their accuracy, consistency, reliability, and transparency. By March 1, the Committee shall certify to the ABFM Chair and the Executive Committee that the Association's financial records meet these standards, or indicate any existing deficiencies that prevent such certification. The Committee, furthermore, may make recommendations regarding the Association's finances and its budget. The Committee shall consist of the Immediate Past Chair who will serve as committee chair, at least one preceding ABFM treasurer, and the current ASPA Treasurer.

Section 8. Office of the Secretariat: To maintain section relationships with ASPA and facilitate the operations of ABFM, Office of the Secretariat of ABFM shall:

- (a) Maintain section relationships with ASPA
- (b) Work with the Webmaster/Web Manager to maintain and update an official web site and listserv for ABFM
- (c) Maintain membership records and produce membership promotional materials
- (d) Work with the membership committee to implement membership expansion initiatives
- (e) 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 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 9. Administration and support: ABFM shall be responsible for the administration and support of its program and activities. An annual operating budget 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 10. Purchase of Administrative Services: Based upon the recommendation of the Chair of ABFM, the Executive Committee may purchase services from the ASPA National Office. Services and their respective costs shall be negotiated between the ASPA Executive Director and the Chair and Treasurer of ABFM.

Section 11. 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 12. 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 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 Chair 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

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 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 Chair 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, on December 31, 2008, on October 12, 2012, and subsequently amended on October 3, 2014.