

Chapter Toolkit

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- Chapter Newsletter Template
- Guide to Installation of Chapter Officers and Representatives

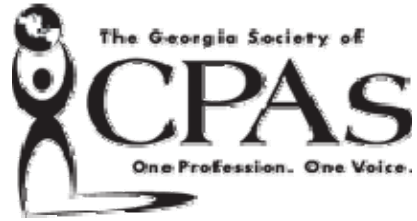
VIII. Educational Foundation

- Mission Statement, Objectives and Operations
- Chapter Funded Scholarships and Programs
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- GSCPA Staff

- Staff Chapter Contacts



Dear Chapter Officers:

Congratulations on your election to office! Local chapters are an integral part of the Georgia Society of CPAs (Society). In fact, for many of our members their only connection with the Society is the local chapter.

The mission of the Society is to help members achieve their vision of the future by providing leadership in a changing environment, offering opportunities to learn and demonstrate skills critical to success, promoting and advancing the accounting profession, and fostering high standards of integrity and objectivity. Our core purpose is to provide members with opportunities for success.

The chapter toolkit contains information to assist in chapter operation. The Society offers a variety of programs such as the leadership workshop and chapter presidents breakfasts to provide officers a forum to exchange ideas. You will find the Society has a professional staff that is willing to help you and your chapter.

As chapter president you are also a member of GSCPA Council and this is an important part of your responsibilities. The purpose of the Council is to involve a body of the leadership of the Society, identify and develop future leaders, and represent the membership in specific responsibilities as assigned by the bylaws. The Council is comprised of the board of directors, all past presidents, the committee/section chairs, the chapter presidents and one chapter representative, members of the AICPA Council and members-at-large. This total body represents approximately one percent of the membership. A full description of the duties of the Council can be found in the Society bylaws on the GSCPA web site. I hope that you will make a special effort to attend the Fall and Spring council meetings where you will have a great opportunity to network and identify best practices of other chapters.

The Council meets twice a year: once in the fall and once in at Annual Convention. The Annual Convention Council Meeting will be held on June 14, 2010 at the Westin Resort and Spa on Hilton Head Island. The Fall Council meeting will be held at Brasstown Valley Resort in Young Harris, GA on November 7-8, 2010.

I encourage you to look for opportunities to build on your chapter's previous successes by improving existing programs, developing new programs or events, and aggressively recruiting new members. If you need assistance, certainly feel free to contact me or the Society staff.

I look forward to working with you in 2010-2011. Best wishes for a successful year.

Sincerely,

Royce Duncan
GSCPA Chairman, 2010-2011

GSCPA MISSION STATEMENT & CORE PURPOSE

MISSION STATEMENT

THE MISSION OF THE GEORGIA SOCIETY OF CERTIFIED PUBLIC ACCOUNTANTS IS TO HELP MEMBERS ACHIEVE THEIR VISION OF THE FUTURE BY...

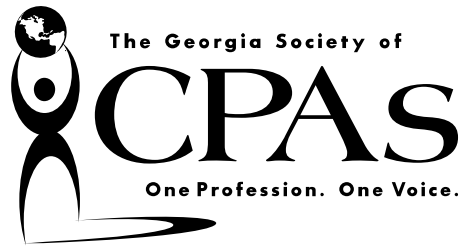
- Providing leadership in a changing environment,
- Offering opportunities to learn and demonstrate skills critical to success,
- Promoting and advancing the accounting profession, and
- Fostering high standards of integrity and objectivity.

Core Purpose

GSCPA...PROVIDING MEMBERS WITH OPPORTUNITIES FOR SUCCESS.

2010-2011 BOARD OF DIRECTORS

		Tel. Number	E-Mail Address
Chairman:	Royce Duncan	770-495-6200 x230	rduncan@rybd.com
Chair-elect:	Colin Blalock	770-449-6695	ceb@joneskolb.com
Immediate Past Chair:	Robert Prator	770-730-5003	rprator@t-u.com
Treasurer:	Marlan Nichols	478-929-3888	mnichols@nicholscauley.com
Secretary:	Gary Julian	404-504-2932	gjulian@gscpa.org
Statewide Directors:	Walton Bryde	404-329-7800	wcbryde@brydecpa.com
	Rodney Chandler	404-252-2208	rchandler@smithadcock.com
	Larry Cohen	770-391-5802	tax@wsatl.com
	Denise Grove	770-253-1974	dwgrove@cfo-support.com
	David "Bo" Jackson	404-586-0050	bojacksonjr@hotmail.com
	Michael Levine	770-853-8899	mlevine@advantagetalentinc.com
	J. Lowell Mooney	912-478-5217	lmooney@georgiasouthern.edu
	Joseph Spradlin	678-352-7538	jspradlin@vernercpa.com
	Darrell Thaw	912-638-8697	darrell@thawcpa.com



2010-2011 CHAPTER OFFICERS

Albany Chapter

President: Christy Tinsley
229-446-3600
ctinsley@mjcpa.com

Vice President: Wes Sternenberg
229-883-7878
wsternenberg@draffin-tucker.com

Secretary: Adam Hutchins
229-446-3600
ahutchins@mjcpa.com

Treasurer: Shae Foy
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sfoy@draffin-tucker.com

Coastal Georgia Chapter

President: Cynthia Johnson
912-554-8372
cynthiajcpa@bellsouth.net

Vice President: Ivey Clanton
912-638-9031
ivey@schellhogan.com

Secretary/Treasurer: Jessica Brown
912-265-1750
jbrown@mstilller.com

Atlanta Chapter

President: James Freeman
678-481-3359
jvfreeman@sea1031.com

Vice President: Chris Albers
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Secretary: Joe Brigati
877-203-0886
jhbrigati@googlemail.com

Treasurer: John Vlha
678-245-3224
jmvgators85@earthlink.net

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President: Brian Rutledge
706-324-5435
brutledge@robinsongrimes.com

Vice President: Jennifer Howard
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Secretary: Scott Wacter
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Treasurer: Stacey Barefield
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President: Krista Wight
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Vice President: Michelle Bennett
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Secretary: Abby Smith
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asmith@elliottdavis.com

Treasurer: Paul Wade
706-722-5337
pwade@smecpa.com

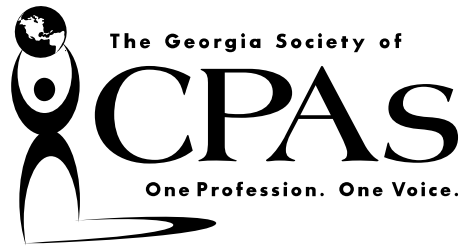
DeKalb Chapter

President: Harold Davis
770-216-9900
harold@ahdaviscpa.com

Vice President: Katherine Wilson
404-338-8194
readerwk@comcast.net

Secretary: Beverly Cox
770-454-9307
bcoxcpa@bellsouth.net

Treasurer: Jim Warren, Jr.
770-922-4907
jimwarren@jimwarren-cpa.com



2010-2011 CHAPTER OFFICERS

Gwinnett Chapter

President: Jack Milner
678-473-0363
jmcpallc@earthlink.net

Treasurer: Robert Eshraghi
404-614-5410
reshraghi@portmanusa.com

North Atlanta Chapter

President: Margaret Waldrep
770-422-5554
mwaldrep@cmgccpa.com

Vice President: Russ Goldman
770-499-8558
rgoldman@goldmancompany.com

Secretary: Tom Van Hazebroeck
770-279-9559
tjvcpa@aol.com

Treasurer: John Cole
770-951-7072
jcolecpa@charter.net

Heart of Georgia Chapter

President: Anthony Parker
478-272-1344 x 26
amp@cktcpa.com

Vice President: Jason Dollar
478-275-1163
jdollar@nicholscauley.com

Secretary/Treasurer: Rhonda Norris
478-272-2030
rnorris@tjscpa.com

Northeast Georgia Chapter

President: John Graham
706-543-3493
jgraham@collinscpa.com

Vice President: Clay Pilgrim
770-287-7800
cpilgrim@rushtonandcompany.com

Secretary/Treasurer: Kristy Walker
706-499-6118
kristy.walker@hotmail.com

Middle Georgia Chapter

President: Todd Giddens
478-929-3888
tgiddens@nicholscauley.com

Vice President: Linda Corty
478-464-8023
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Secretary: Justin Bankston
478-746-6277
jbankston@mmmcpa.com

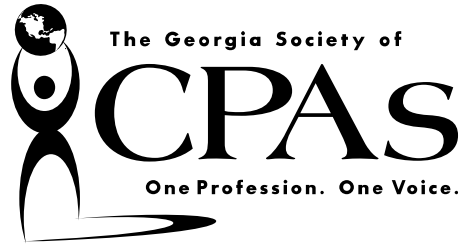
North Perimeter Chapter

President: Jennifer Birtz
770-353-5093
jennifer.birtz@hawcpa.com

Vice President: Dan Giannini
404-252-6381
Dang1@mindspring.com

Secretary: Lee Height
770-730-5016
lheight@t-u.com

Treasurer: Emilie McLaughlin
678-514-5297
emilie.mclaughlin.cpa@gmail.com



2010-2011 CHAPTER OFFICERS

Northwest Georgia Chapter

President: Ryan Ertel
706-403-0408
ryan.ertel@gmail.com

Vice President: Alex Williams
706-529-0749
awilliams@esteswilliams.com

Secretary: Alice Kimsey
706-278-2713
alice@morehouse-cpa.com

Treasurer: Doug Montgomery
706-278-7100
dougmontgomery@decosimo.com

Southeast Georgia Chapter

President: Vivian Myers
912-764-6951
vivianm@dhccpa.com

Vice President: Sadonna Burkett
912-537-3017
sburkett@mclaincalhoun.com

Secretary/Treasurer: Chuck Harter
912-681-5678
charter@georgiasouthern.edu

Rome Chapter

President: Winter Arrington
706-295-7716
arrington@arcpas.com

Vice President: Kelli Gonzalez
706-234-7571
kelli@wjrcpas.com

Secretary: Kevin Bush
706-295-7716
bush@arcpas.com

Treasurer: Beverly Smith
706-234-7571
beverly@wjrcpas.com

Southside Chapter

President: Rich Hlozek
770-461-5502
rich@brownnelms.com

Vice President: Bruce Wood
770-310-5347
bwood@capval-llc.com

Secretary: Chris Breeden
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cbreeden@breedentbscpa.com

Treasurer: Ryan Haning
770-461-5502
ryan@brownnelms.com

Savannah Chapter

President: Pam Clinard
912-352-1928
milfield@bellsouth.net

Vice President: Tal Johnson
912-764-6951
talj@dhccpa.com

Secretary: Randall Webb
912-238-1001
rwebb@ddfcpas.com

Treasurer: Shanon Royal
912-238-1001
sroyal@ddfcpas.com

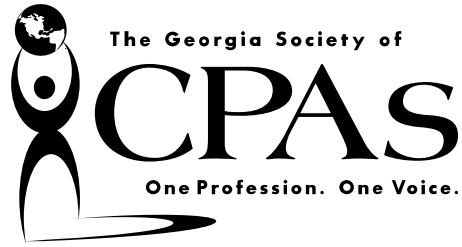
Southwest Georgia Chapter

President: Tom Harrison
229-226-8320
tharrison@lanigancpa.com

Vice President: Roy Long
229-228-5537
roylong@bellsouth.net

Secretary: James Douglas
229-377-0020
jdouglas@syrupcity.net

Treasurer: Ashley Gardner
229-246-1511
ashley@youmansgardner.com



2010-2011 CHAPTER OFFICERS

Valdosta Chapter

President: Jackie Dennis

229-249-2670

jdennis@valdostatech.edu

Vice President: Heidi Coggins

229-259-5033

hscoggins@valdosta.edu

Secretary/Treasurer: Kristian Keesling

229-244-3000 x 312

kkeesling@wilsonyeyecenter.com

Waycross Chapter

President: Earl Spivey

912-283-3903

espivey@wayxcable.com

Secretary: William Lee

912-632-5977

blee@accessatc.net

Treasurer: Debra Yonz

912-283-8889

dcy@byrt.com

West Georgia Chapter

President: Christine Swanson

770-836-6469

acctant_33@yahoo.com

Vice President/Sec: Diana Davis

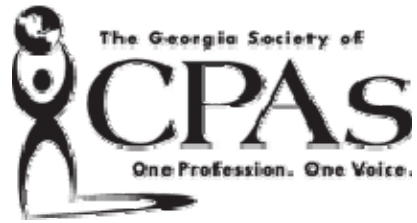
770-254-7647

DZDavis@bonalum.com

Treasurer: William Studdard

770-834-6282

jwstuddard@comcast.net



Chapter Operations for First 90 Days

First Executive Committee Meeting

Completed	Task
	Re-evaluate chapter bylaws (every 3-5 years)
	Discuss annual budget
	Set annual chapter goals
	Review officer and committee responsibilities (assign positions as needed)
	Determine Operational Committees and recruit chairs for each <i>Suggested committees are:</i> Program Committee, Membership Committee, Communications Committee, Nominating Committee, Scholarship Committee, Community Service Committee
	Determine meeting dates (monthly, bi-monthly, quarterly, etc.)

Following First Executive Committee Meeting

President

Completed	Task
	Complete and submit Chapter Information Form to GSCPA office
	Complete and submit Chapter Label Request Form to GSCPA office
	Complete and submit Name Badge Form to GSCPA office (optional)

Program Committee Chair

Completed	Task
	Contact program speakers and obtain bios and outlines of presentations
	Contact facilities to reserve meeting space
	Communicate meeting information to members via newsletter or postcards

Membership Committee Chair

Completed	Task
	Review chapter roster that is provided by the state society
	Contact new members monthly (list will be provided by state society)

Communications Committee Chair/Secretary

Completed	Task
	Prepare first meeting newsletter
	Review chapter web site to see if updates are needed
	Promote meetings locally

Nominating Committee Chair

Completed	Task
	Begin to identify potential future officers
	Plan to present slate of officers at January or February chapter meeting
	Submit chapter officers to state society by March 1

Scholarship Committee Chair

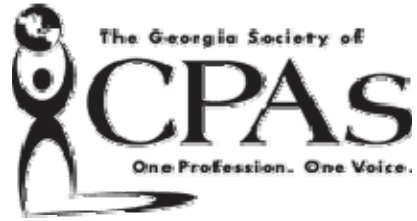
Completed	Task
	Determine amount allocated for scholarships
	Begin contacting colleges/universities in your area to promote scholarship opportunities
	Obtain copy of scholarship information for chapter president
	Submit list of scholarship recipients to Society by May 1

Community Service Chair

Completed	Task
	Determine volunteer opportunities and programs
	Recruit chapter members to assist in planning
	Promote activities to chapter

Treasurer

Completed	Task
	Update information with bank
	Prepare budget
	Submit Request for Approval of Funding Form in advance of event
	Submit Request for Reimbursement Form after event



Chapter Deadlines

June 1

___ New officers take office

June 30

___ Respond to request for financial information

___ Submit Chapter Information Form

___ Submit Chapter Label Request Form

___ Submit Chapter Name Badge Form

___ Submit Chapter Promotional Items Form

January/February

___ Hold chapter officer elections

March 1

___ Submit the chapter officers form for the upcoming year

May 1

___ Submit the names of your chapter scholarship recipients to the Society

May 31

___ Give chapter tool kit to incoming president or mail it back to the Society

Chapter Newsletters

All chapter newsletters should be sent as a word document to Jennifer Poff at jpoff@gscpa.org. The information below is in the format that the Society uses to create the electronic newsletter. Jennifer Poff will take the information and place it in the template accordingly.

Your chapter **Month and Year** www.gscpa.org **Unsubscribe link**

President's Message: This is the area where chapter president's can write a message to their members about anything. It can be a brief summary of the last meeting or an update about a Society event you went to. It can also be a message about a random concern, such as, do people read this section of the newsletter?

Chapter Meeting: This is the area where you put your details regarding your upcoming chapter meetings. You can put the location, date, time, topic, speaker, hours of CPE available, dinner/lunch menus, cost, speakers' biography, meeting agendas and RSVP information.

Chapter News: This area includes any items that may be of interest to your chapter, such as, special recognition of your members by the Society, community service projects, help wanted ads and any news from the Society that is valuable to your members can go here.

Meeting Schedule: All chapters should have a meeting schedule. Providing a meeting schedule for your members allows them to plan ahead for your meetings. This may create higher attendance at your meetings.

Chapter officers and committee members: This area lets your members know who their chapter officers are and who the committee members are. You should provide contact information (both phone and email) in this area. Committee members just need to list their email.

This is just a few suggestions for sections of your chapter newsletter. However, if you feel you need to add more information, please do. Some chapters do a Member of the Month section and highlight an important member of their chapter, others list upcoming Society events and some even list big CPE events they have, such as, 8 hour A&A sessions and half day CPE events.

ELECTRONIC COMMUNICATION

*Chapter Website Updates

Jennifer Poff, GSCPA Member Services Coordinator, is the contact for all changes and updates to the chapter web pages. All files and changes must be submitted with a **three day advance notice**. Documents to be updated should be in the following formats: Word document *.doc; Adobe Acrobat *.pdf; Text Document *.txt.

The main page for all of the Georgia Society of CPAs chapters will be standardized to include the following information:

- Map of the chapter area
- List of counties in chapter area
- Chapter Officers with contact information
- Chapter contact information
- Brief summary of when the chapter usually meets
- Online registration for chapter meetings and/or events
- Student/new member contact information
- List of new members

In addition, the home page will include links to the following:

- Chapter newsletter and past newsletters
- Additional chapter information
- Meeting schedule

All of the above information is ***not required*** on individual chapter websites. Additional information can be included on the “Additional Chapter Information” page.

Chapters’ home pages will have a link to an “Additional Chapter Information” page. This page can contain any information that is not listed above. Some topics that can be incorporated on this page, include:

- Meeting outlines
- Directors and committee chairs with contact information
- Favorite links
- Message from the president
- Special activity or event information

All web site updates should be sent directly to jpoff@gscpa.org. Please ensure that all requests contain specific directions as to what information needs to be added or removed. **Requests will be completed and uploaded onto the web site within three business days after they have been received.** Chapter web site administrators are encouraged to check their site to ensure up-to-date and correct information. Information will be removed or updated **ONLY** when requested by the chapter web site administrator.

If you have any questions, please contact Jennifer Poff at 404-504-2939 or jpoff@gscpa.org.

*Chapter Email Notifications

Jennifer Poff, GSCPA Member Services Coordinator, is the contact for all chapter email notifications to be sent out to members. Please submit emails to jpoff@gscpa.org. **Emails will be sent out on the last Wednesday of each month or the second Wednesday or Thursday each month.** This schedule was developed to make sure members only receive one newsletter from the Society a day. Research has shown that the less emails a person receives the more likely that person will

open it and attend the event. The Society will **ONLY send one newsletter** in the templated format and one reminder per month. Exceptions will only be made on a case by case basis.

All requests should contain specific information regarding the content of the email, attachments to the email, and a contact person for responses to the email. The information should be sent to the Society as a word document.

Email notifications will be sent to your chapter members only. If you would like it to go to other area chapters, please contact their chapter president to obtain permission.

If you have any questions, please contact Jennifer Poff at 404-504-2939 or jpoff@gscpa.org.

***If the website or email contact person will be out of the office for an extended period of time, you will be notified of the procedure in order to have your updates made or emails sent in a timely fashion.**

OFFICERS & EXECUTIVE COMMITTEE DUTIES

The success of your administration will depend upon the officers, executive committee and committee chairmen completing their various responsibilities. Since you and the other officers were chosen on the basis of demonstrated ability and your interest in promoting the professional interests of CPAs, you are aware of the challenge. Moreover, remember that the status of your chapter in the community depends upon the performance of the officers, executive committee and committee chairmen.

On the following pages are lists of suggested functions and duties of the officers. These job descriptions may vary depending upon the size of your chapter and specific provisions of your chapter's bylaws; however, they are somewhat typical and present a guide to follow.

Chapter President's Responsibilities

Chapter presidents have a responsibility to their members and to the Society. Listed below is an outline of duties to assist presidents in the upcoming year.

- Meet with the Executive Committee to plan the coming year.
- Plan, hold and attend regularly scheduled meetings.
- Plan the agenda and conduct the Executive Committee Meetings.
- Represent chapter at semi-annual Council meetings.
- Communicate with, and welcome, new members to the chapter.
- Implement new ideas and programs to move chapter forward (i.e. promotional endeavors).
- Appoint the committee chairpersons and suggest committee members
- Monitor and evaluate the progress of committees
- Recommend a replacement for officers who are unable to complete term
- Report incoming officers and any replacement throughout the year to the Society office.
- Organize and hold elections for the next year before March 1
- Submit forms and information to the Society in a timely manner
- Serve as a conduit for disseminating information on important issues facing the profession (i.e. Peer Review, etc.).
- Promote Society objectives (i.e. Educational Foundation, CPE, etc.).
- Plan participation in Educational Foundation Scholarship and Awards programs.
- Communicate chapter problems to the Chapter Support Committee in a timely manner.
- Provide your successor with the chapter tool kit, including all information you believe will be helpful

Vice President and/or President-elect's Responsibilities

The vice president of a chapter is essentially the back up to the president. They assist the president and the chapter in a variety of ways. Some of their duties include:

- Assist president in monitoring committees
- Acts in the role of president, if president is absent or unable to fulfill duties
- Chair or assist the program committee
- Assist with recruiting new members
- Communicate with, and welcome, new members to the chapter

Secretaries Responsibilities

The secretary is the reporting source for all chapter news. Their duties include:

- Work with chapter president and the Society to maintain tool kit and supplies
- Record minutes of all executive committee meetings and distribute copies to all officers and board members
- Submit newsletter information and web site updates to the Member Services Coordinator (a newsletter and web site template are in the chapter tool kit)
- Assist the Society staff in updating member information

Treasurer's Responsibilities

The treasurer has the responsibility to maintain all financial information for the chapter.

- Deposit checks and issue receipts.
- Maintain financial records.
- Reconcile bank statements.
- Prepare a budget prior to the beginning of the year for approval by the executive committee. In larger chapters, the budget preparation may be a joint effort with a finance committee.
- Provide the Director of Finance and Administration of the Society with chapter annual financial statements, including year-end bank reconciliation(s) and a copy of each year-end bank statement no later than one month following fiscal year-end. Note that this information is used to file a group tax return.
- Provide to the Director of Finance and Administration of the Society, with dues change notices
- Confirm that all bank accounts are held under the correct Federal Identification Number previously issued to the chapter as kept on file with the Society Director of Finance and Administration.
- Collect registration fees for meetings
- Submit Request for Approval of Funding Forms and Request for Reimbursement Forms
- Submit names of scholarship recipients to the Society

COMMITTEE OPERATION

Committees help chapters function more effectively. They develop ideas to carry out existing policies, frame new policies and implement the program of activities that falls within their scope of interest and responsibility.

The number of committees a chapter has is based on the size of the chapter and the chapter's needs. The committees listed on the following pages, are committees that every chapter should have or consider having. Chapter officers may be the chairs of these committees. Your chapter may have more committees depending on need and size of chapter.

Committees should report all ideas to the Executive Committee for approval before going forth and implementing it.

Committee Chair's Responsibilities

You were chosen to be a committee chair because you have a positive attitude about your chapter, good leadership skills and have shown responsibility. Your job is to preside over the committee, not dictate it. Some of your duties are:

- Hold and conduct committee meetings
- Creating an agenda for the meeting
- Acting as the liaison between your committee and the Executive Committee of your chapter.

Executive Committee Responsibilities

The chapter's executive committee is responsible for establishing policies of the chapter and representing the membership.

- Attend all meetings and constructively consider the chapter's activities.
- Stay informed on chapter activities and act as liaison between the membership and the officers.
- Hold executive committee meetings as needed

Membership Committee

The membership committee should continually work at increasing membership by recruiting new members and retaining the current members. The committee's duties include:

- Contacting members and encouraging them to come to meetings
- Help Society with contacting members who have not paid their dues and encourage them to continue their membership
- Communicate with the secretary information to be included in the newsletter or on the web site that you feel would attract members
- Contact new members (a list with names and email addresses will be supplied to you monthly or bi-monthly)
- Work with local colleges and universities to recruit student members to the Society
- Distribute member brochures and applications, at meetings, to guests who could become members
- Review the chapter roster and update it with the list of new members as needed

Nominating Committee

The nominating committee nominates candidates for the officers of the chapter and decides on the nominee for the state nominating committee. The chair of this committee could be the immediate past president of the chapter and the people who serve on the committee are usually active past presidents. This committee should have at least 2-3 people. The duties of the committee include:

- Identify potential candidates for chapter officer positions
- Present the slate of nominees for the chapter officer positions at the January or February meeting
- Submit a list of chapter officers to the Society by March 1

Program Committee

The program committee is responsible for planning the meetings. The committee works closely with the executive committee to ensure that the goals of the chapter are met. Chapters should try to plan their meetings monthly or bi-monthly and should try to hold them at the same time every month, such as, the third Wednesday of each month. The duties of this committee are:

- Plan monthly or bi-monthly meetings
- Contact meeting facilities and reserve space
- Contact caterers and choose lunch/dinner menus
- Contact the speakers
- Reserve a hotel for the speaker if he/she is not local
- Choose speaker's gifts
- Receive biography and outline from speaker for CPE files
- Work with treasurer to collect money and hand out CPE materials at meetings
- Provide verification of attendance forms, biographies and speaker outlines to the Society office in a timely manner
- Obtain permission from other chapter's presidents when you want to invite their members to your chapter meetings
- Provide meeting information to secretary for inclusion in newsletter and on the web site

All programs should follow the State Board of Accountancy guidelines, if eligible for CPE credit. The committee should **always** inform the executive committee of the events or meetings it plans to hold.

Scholarship Committee

The scholarship committee is responsible for determining the amount of funds available for student scholarships, creating relationships with local colleges and universities and presenting the scholarships to deserving students. The committee's duties include:

- Determine the amount allocated for student scholarships
- Contact colleges and universities in your area to promote scholarship opportunities
- Obtain scholarship information from chapter president
- Order certificates or plaques for scholarship recipients
- Submit a list of scholarship recipients to the Society

Georgia Society of Certified Public Accountants, Inc.
_____ **Chapter**

Bylaws
As of September 21, 2007

Preamble

Article

- I Name
- II Objectives
- III Membership
- IV Officers, Directors and Their Duties
- V Executive Committee
- VI Committees and Their Duties
- VII Nominations, Elections and Vacancies
- IX Financing Chapter Operations
- X Amendments
- XI Effective Date

Preamble

The local chapters of the Georgia Society of Certified Public Accountants, Inc. (Society) are semi-autonomous organizations within the framework of the Society. The Society's Board of Directors has certain organizational control over the chapters. Individual chapters report on their activities to the Board of Directors. The bylaws of the local may not conflict with the bylaws of the Society.

These bylaws of the _____ Chapter (Chapter) are promulgated pursuant to the authority granted in Article XII, Section 7, of the bylaws of the Society.

Article I – Name

The name of the Chapter is the _____ Chapter of the Georgia Society of Certified Public Accountants, Inc.

Article II – Objectives

The objectives of the _____ Chapter are to encourage adherence to high standards of professional practice and ethical conduct; to advance a spirit of professional cooperation and fellowship among the members; to provide opportunities for continued professional education; to promote the study of accountancy; to increase recognition of the accounting profession; and to advance the interests of Certified Public Accountants in Georgia.

Article III – Membership

Section I. The membership of the Chapter shall consist of Fellow and Associate members of the Society who designate this as their chapter of affiliation.

Section 2. Only Fellow members shall have the right to vote and serve as elected officers or directors of the Chapter. Associate member (may/may not) serve on committees (and/but) (may/may not) chair such committees.

Article IV – Officers, Directors and their Duties

Section 1. The officers of the chapter shall consist of president, vice president, secretary and treasurer.

Section 2. Chapter officers shall be elected for a term of one year, such election to be conducted at a meeting of the Chapter to be held no later than March 1 of each year. Officers shall be installed no later than June 1 of each year and shall hold office until successors are chosen and installed.

Section 3. The president is the chief executive officer of the Chapter and is responsible for its operation while holding office. The president shall preside at all meetings of the Chapter and of the Chapter's Executive Committee, shall appoint committee chairpersons, shall enforce the bylaws of the Chapter, and shall perform such other duties provided in Article V, Section 1 (e) of the bylaws of the Society, the president shall normally be a member of the Council of the Society and represent the Chapter at its Council Meeting.

Section 4. The vice president of the Chapter, in the absence, disability or refusal of the president to act, shall perform all of the duties of the president. The vice president shall be designated as president elect. The vice president shall be responsible for programs at meetings.

Section 5. The secretary shall be responsible for the maintenance of chapter records and minutes of meetings of the chapter and of the Executive Committee. The secretary shall issue notices for the president and the Executive Committee and perform such other duties as are designated by the president.

Section 6. The treasurer shall have the responsibility for all securities and funds of the Chapter. The depository bank shall be designated by the Executive Committee and investments shall be made only after approval by the records of the Chapter and shall render a full report annually, or more often if requested by the Executive Committee. When directed, the treasurer shall prepare a budget for the fiscal year beginning June 1.

Section 7. In addition to the officers listed above, there shall be elected annually, one member who shall serve for a one-year term on Council of the Society in accordance with Article XIII, Section 2, of the bylaws of the Society.

Section 8. The Chapter will have the option to elect _____ Chapter directors to assist the chapter officers in administration of the chapter to serve a _____ year term.

Article V – Executive Committee

Section 1. The Executive Committee of the Chapter shall consist of the Chapter's elected officers, committee chairpersons, the immediate past president, and Chapter Council member of the Society. The president may appoint other members of the Executive Committee as appropriate.

Section 2. The Executive Committee is responsible for establishing policies of the Chapter and representing the membership. All powers necessary for the governance of the chapter shall be vested in the Executive committee, subject to any limitations in the bylaws of the society.

Section 3. Meetings of the Executive Committee shall be held throughout the year on dates established by the president at the beginning of the chapter year. The president may call special meetings of the Executive committee at any time.

Section 4. At any Executive Committee meeting, the presence of a majority of the officers and directors shall constitute a quorum required to conduct business. All members of the Executive Committee may vote, and a majority of the members of the Executive Committee present at any regular or special meeting shall control matters requiring a vote. There shall be no voting by means of proxies.

Article VI – Committees and their Duties

Section 1. The Chapter may have any of the following standing committees: Nominating, membership, program, communications, and continuing professional education.

Section 2. In addition to any of the standing committees named in the previous section, the president shall appoint those additional committees considered desirable to conduct the work of the Chapter.

Section 3. The president shall appoint all committee chairmen and shall make or approve all committee membership appointments. The president or designee shall be an ex officio member of each committee. The terms of all committees shall expire with the terms of the office of the officers.

Section 4. The nominating committee shall consist of no fewer than three members and include no more than three past presidents of the Chapter. The nominating committee shall submit a list of nominees for the elective offices of the Chapter in accordance with the provisions of ARTICLE VII of these bylaws.

Section 5. The membership committee shall actively recruit for membership in the Chapter and in the Society those persons who are eligible. This committee shall work with the Society in contacting potential members and in encouraging the continuing membership of those who become delinquent in payment of Society or Chapter dues or indicate a desire to resign..

Section 6. The program committee shall plan and coordinate all aspects of programs for Chapter meetings.

Section 7. The communications committee shall carry out activities designed to increase the public's understanding of and respect for the CPA certificate. This committee shall work with and coordinate communications with the Society staff.

Section 8. The committee on continuing professional education (CPE) shall be responsible for planning and promoting an active Chapter program of continuing professional education to serve Chapter members. The CPE committee shall work with the Society Staff to provide relevant CPE for chapter members and the chapter is responsible for providing CPE course records to the Society for input.

Article VII – Nominations, Election and Vacancies

Section 1. The nominating committee shall nominate persons for all elected positions described in ARTICLE IV of these bylaws. The committee shall also nominate the person to be the Chapter's nominee for service on the Society's nominating committee. The committee shall obtain the consent of the persons nominated and shall file the names of the nominees with the secretary of the Chapter at least 30 days before the date of the chapter meeting at which elections are to be held. Prior to that meeting, the secretary shall furnish the members of the Chapter by mail and/or electronic communication provided that each Fellow member of the Society's chapter has access to at least one of the forms used a list of the nominees.

Section 2. Any (five/ten/twenty-five) Fellow members of the Chapter may nominate candidates within the qualifying provisions of ARTICLES III and IV for all offices and council positions of the Chapter by filing with the secretary a notice in writing at least 10 days before the date of the election. The written consent of the persons so nominated must accompany the notice when filed with the secretary. Prior to the election meeting, the secretary shall furnish the members of the Chapter by mail and/or electronic communication provided that each Fellow member of the Society's chapter has access to at least one of the forms used the names of persons nominated under provisions of this section of the bylaws.

Section 3. The election of officers and council member shall take place before March 1 of each year. The Fellow members present at the election meeting shall be entitled to vote for any person nominated by either method as set forth in Section 1 or Section 2 of this Article. Votes by proxy shall not be permitted. The nominees receiving the majority of votes shall be declared elected. The elected officers shall assume office as of June 1 of each year, concurrent with the beginning of the fiscal year of the Chapter and of the Society.

Section 4. A vacancy in the office of president shall be filled by the vice president. Other vacancies in office shall be filled for the balance of the current year by appointment by the Executive Committee, and such appointees shall serve until their successors are elected and installed.

Article VIII – Meetings of the Chapter

Section 1. Meetings shall be held as such times and places as determined by the Executive Committee.

Section 2. At any Chapter meeting, the presence of (10/15/20/30) Fellow members in person shall be required to constitute a quorum.

Article IX – Financing Chapter Operations

Section 1. Chapter operations may be financed by Society dues allocated to the Chapter, Chapter dues and Society funds for special Chapter projects and activities.

Section 2. By March 1 of each year, the Executive Committee shall approve for the ensuing year a budget including Chapter dues, if any.

Section 3. The Chapter may request from the Society funding of programs and activities that are considered in the best interest of the profession. Procedures for seeking such funds are described in the Society's Chapter Toolkit and on the Society's web site at www.gscpa.org.

X – Amendments

Section 1. These bylaws may be amended by vote of two-thirds of the Fellow members present at any meeting of the Chapter at which there is a quorum. A meeting notice with the proposed amendments shall be communicated to the Fellow members of the chapter at least ten days prior to the meeting.

Section 2. All proposed amendments to Chapter bylaws shall be submitted to the Secretary of the Society at least 30 days prior to the date of the meeting at which such amendments are to be voted upon by the Chapter membership. The Board of Directors of the Society shall review the proposed amendments to the Chapter bylaws to determine that they are not in conflict with the bylaws of the Society. Before amendments to Chapter bylaws may become effective, the Chapter must receive the written approval of the Board of Directors of the Society.

XI – Effective Date

These bylaws supersede all prior bylaws of the _____ Chapter of the Georgia Society of Certified Public Accountants, Inc. and become effective after adoption by members of the _____ on _____ and approval of the Board of Directors of the Georgia Society of Certified Public Accountants, Inc. on _____.

CPE Guidelines for Chapters

The Georgia Society of CPAs is charged with the responsibility to present educational programs which conform to the rules of the State Board of Accountancy. It is especially important that all administrative procedures are followed and that proper documentation is given to each participant of any CPE program. The chapter hours are entered in the Society's database and appear on each attendee's CPE transcript. As chapters are an organizational entity within the GSCPA, their CPE programs fall within the responsibility of the state society for proper documentation. All documentation must be submitted by the chapter before CPE credit can be given for the program. **The Society requires that any chapter CPE event of four or more CPE hours be submitted *in advance* to the Member Services Department for review. CPE events of four or more hours will not be marketed unless prior approval is obtained from the Georgia Society of CPAs.**

The chapter must submit the Chapter CPE Review Form, speaker's biography and outline of presentation prior to an event with four or more hours of CPE. Failure to complete the form will result in CPE credit not being given. The Society must have the form on file in order to determine whether or not the program meets CPE guidelines.

Attendees at the chapter CPE program must be given the following:

1. A copy of the program materials prepared by the speaker
2. Biographical sketch of each speaker
3. CPE Verification of attendance form

After the CPE program the following items must be forwarded to Jennifer Poff in the Society office.

1. A copy of the program materials
2. The biographical material
3. Copy of the Verification of Attendance Form filled in by the attendees and **a list of names printed**

If you have any questions about these procedures please contact Jennifer Poff at 404-504-2939 or 800-300-8889 ext 2939, e-mail: jpoff@gscpa.org.

Programs that Qualify

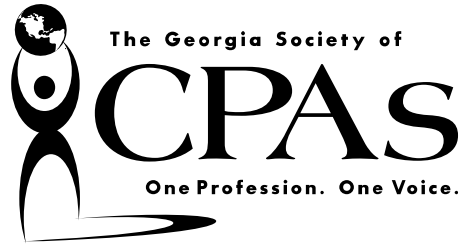
The primary consideration in determining whether a specific program qualifies as acceptable continuing professional education is that it be a formal program of study which contributes directly to the professional competence of an individual licensed to practice by the State Board of Accountancy.

General Requirements

1. An outline of the program is prepared in advance by the speaker and retained by the student.
2. The Program is conducted by a person whose formal training and experience qualify as a competent instructor. The way to substantiate the instructor's ability is to provide biographical information.
3. The program must be at least 50 minutes in length. Every 50 minutes of instructional time qualifies for one credit of CPE. If there is any fraction left over, you must round down. A record of registration and attendance is kept on file for presentation to the Board if necessary. This is provided by having the members sign in at the chapter presentation.
4. A certificate of attendance must be given to participants and a copy must be sent to the Society.
5. At the conclusion of the program, forward the following to Jennifer Poff at the Society office:
 - a. a copy of the outline

- b. the biographical material
- c. the legible list of participants and copies of the Verification of Attendance Forms

In order to fulfill the requirements mandated by the State Board of Accountancy, each attendee and program sponsor must have a copy of the outline and a Verification of Attendance Form (credit form) for their CPE records. Each person as well as the program sponsor should maintain documentation of the CPE event for five years. By sending the CPE document to the Society office, chapters do not need to maintain additional CPE attendance files. The GSCPA has Chapter Verification of Attendance Forms available for your meetings.



Chapter CPE Review Form for Programs of Four or More CPE Hours

This form is to be completed:

- For any chapter presentation of four or more hours.
- By the person responsible for the presentation.
- Returned to Jennifer Poff 30 days before the presentation.
- Speaker's biography must be attached to this form.
- Speakers's outline or copy of presentation must be attached.

Please complete or attach the following:

Chapter Name: _____

Name of Presentation: _____

Date of Presentation: _____

Location of Presentation:

Facility: _____ City: _____

Number of CPE Hours: _____ Number of A&A Hours: (if applicable) _____

Speaker's Name: _____

Company Name: _____

Speaker's Address: _____

City/State/Zip: _____

Speaker's Telephone/Fax: _____

Speaker's Email Address: _____

Mail or Fax to:

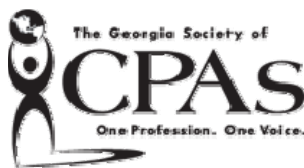
Jennifer Poff

Georgia Society of CPAs

3353 Peachtree Rd NE Ste 400

Atlanta, GA 30326-1414

Fax: 404-237-1291



INFORMATION REQUIRED FOR RECORDING OF
GSCPA CHAPTER HOURS

This form must be submitted after the presentation of all CPE chapter events.

1. Chapter Name: _____

2. Name of Presentation: _____

3. Date of Presentation: _____

4. Number of CPE Hours: _____

5. Number of A & A Hours: (if applicable) _____

6. Facility/Address: _____

7. Speakers Name: _____

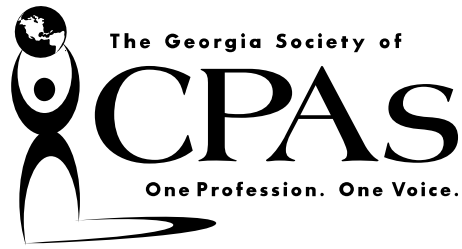
8. Speakers Address: _____

Attach Speakers Biography, Outline of the Presentation and Verification of Attendance Forms (Chapter hours can not be recorded without this information)

Please mail information as soon after the meeting as possible.

If you have any questions call: 404-504-2939 or email jpoff@gscpa.org

Mail completed information to:
Jennifer Poff
Georgia Society of CPAs
3353 Peachtree Rd NE Ste 400
Atlanta GA 30326-1414



Financing For Local Chapters

The following method for chapter funding, which eliminates dues match and special event funding for fiscal year 2010-11 has been approved by the board of directors:

Each chapter with a net asset level of less than \$10,000 as of June 1, 2010, receives \$3000 from the GSCPA at the beginning of the fiscal year.

Chapter Financials

Each year the executive committee of the chapter should approve a budget projecting cash receipts and disbursements for the ensuing year. The chapter treasurer should present financial statements reflecting the cash receipts, disbursements and balance for the preceding month and for the year-to-date. All transactions should be within the budgeted amount or should be approved in advance by the executive committee.

Chapter officers are the trustees of the funds for the chapter. The treasurer is responsible for handling all financial records and should retain documentation supporting both receipts and disbursements. Two officers should sign checks.

Chapter financials may be prepared during the year on a cash basis. Year-end financial statements should be prepared on the cash basis.

Each chapter should submit their Annual Statement of Receipts and Disbursements for the fiscal year ending May 31, along with a copy of the bank statement(s) for the month ending May 31, and a copy of the bank reconciliation(s) for the month ending May 31. **This information is required to file the Society's Form 990.**

Chapter Federal ID Number

Each chapter has their own Federal ID# which begins with a 91-XXXXXXX. This number should be used as the FEI number on the bank account. If you do not know your chapter's FEI number, contact the Director of Finance and Administration at the GSCPA office.

Form 990 Group Return Authorization

The GSCPA files Form 990 as a group for the chapters. Each year an officer of the chapter must sign Form 990 giving authorization for processing the tax return on their behalf. An example of this form is attached. The Director of Finance and Administration will forward the required annual form to chapter treasurers for completion toward the end of the fiscal year.

All chapter addresses are listed with the IRS as The Georgia Society of CPAs address: 3353 Peachtree Road NE, Suite 400, Atlanta, GA 30326-1414. **Do not change this address with the IRS.** Should you receive any correspondence from the IRS, please forward it to the Director of Finance and Administration at the GSCPA.

**AUTHORIZATION FOR INCLUSION
IN FORM 990 GROUP RETURN**

You, the Georgia Society of Certified Public Accountants, Inc., are hereby authorized to include us, the _____ Chapter, in a group return of Form 990 for the year ended May 31, _____.

Signed _____ Title _____

Print Name _____

SAMPLE BUDGET

	2006/2007 BUDGET
<hr/>	
REVENUES	
DUES REVENUE	2,000.00
EVENTS REVENUE	4,800.00
REIMBURSEMENTS	1,500.00
INTEREST INCOME	10.00
	<hr/>
TOTAL REVENUES	8,310.00
	<hr/>
EXPENSES	
MONTHLY EVENTS MEETING EXPENSES	4,800.00
SPEAKERS GIFTS	100.00
ANNUAL CONVENTION	1,400.00
FALL CONFERENCE	250.00
SPRING CONFERENCE	250.00
CENTENNIAL CELEBRATION	-
SCHOLARSHIP EXPENSE	-
EXTRAORDINARY ITEMS	-
DONATIONS	500.00
BANK SERVICE CHARGES	24.00
EDUCATION COMMITTEE EXPENSES	850.00
	<hr/>
TOTAL EXPENSES	8,174.00
	<hr/>
EXCESS REVENUES (EXPENSES)	136.00
	<hr/> <hr/>
NUMBER OF PARTICIPANTS PER MONTH	20.00
	<hr/> <hr/>

CHAPTER SUPPORT RESOURCES

The following information is designed to enable the officers of the various chapters of the Georgia Society to more effectively use the resources and services of the Society office in their year of service. If you have any questions or concerns, please do not hesitate to call Jennifer Poff at 800-330-8889 or 404-231-8676, ext. 2939; email jpoff@gscpa.org.

Chapter Information Forms

The Chapter Information Form should be completed following the first meeting of the chapter to provide the latest contact information for the GSCPA staff. The form can be found in the operation section of your tool kit. **Deadline: June 30.**

Chapter Officer Plated Name Badges

The GSCPA will order plated name badges for chapters who request them for their officers. **The name badges will have the officer's name and chapter name only.** The cost is \$10 per badge which includes shipping. If you are interested in purchasing badges for your officers, please submit the Chapter Officer Name Badge Order Form and fax it to Jennifer Poff at 404-237-1291. **Deadline: June 30.**

Chapter Snip-Its

An email will be sent out periodically to all chapter officers with current Society information to keep you informed of current happenings at the GSCPA. This information can also be used in your monthly newsletters for your members.

Promotional Items

The GSCPA will assist chapters in obtaining promotional items to distribute at chapter events. If you are interested in purchasing promotional items for your chapter, please complete the form and fax it to Jennifer Poff at 404-237-1291. **Deadline: June 30.**

Label and Roster Request Form

The person designated on the Label and Roster Request Form will receive the labels and/or roster automatically at the end of each month. Please complete this form and return to Jennifer Poff. The Society will not send more than one set of labels at a time because of the frequency of address changes. If you need an extra set at any time, call Jennifer Poff at 404-504-2939. **Deadline: June 30.**

Chapter Name Tags & CPE Verification of Attendance Forms

Stick on name tags are available for the chapter to use at any time. CPE Verification of Attendance Forms are also available upon request at no charge. Please contact Jennifer Poff at 404-504-2939 if you need name tags and forms.

New Chapter Members

New chapter members are posted on the chapter web site at the beginning of each month. For more information to request a roster of new members, please contact Jennifer Poff at 404-504-2939 or jpoff@gscpa.org.

Membership Applications

Membership brochures and applications are available at the Society office. Please contact the Member Services Department at 404-504-2986 to request information.

Student Membership Applications and Student Outreach Materials

GSCPA Student membership includes freshman, sophomore, juniors, seniors, and fifth year students. Student applications for membership, brochures and handouts are available at any time from the Member Services department.

Leadership Academy

Chapters will be asked periodically (usually in the spring) to nominate someone for the Leadership Academy. This highly successful program, modeled after "Leadership Georgia", teaches participants leadership skills and expertise that they will use in their firms and their communities as they advance in their career. Skills taught in this program are not learned in traditional programs; they are unique to the leadership training program.

Speaker's List

A list of speakers can be obtained by contacting Jennifer Poff at 404-504-2939 or jpoff@gscpa.org.



Chapter Operations for First 90 Days

First Executive Committee Meeting

Completed	Task
	Re-evaluate chapter bylaws (every 3-5 years)
	Discuss annual budget
	Set annual chapter goals
	Review officer and committee responsibilities (assign positions as needed)
	Determine Operational Committees and recruit chairs for each <i>Suggested committees are:</i> Program Committee, Membership Committee, Communications Committee, Nominating Committee, Scholarship Committee, Community Service Committee
	Determine meeting dates (monthly, bi-monthly, quarterly, etc.)

Following First Executive Committee Meeting

President

Completed	Task
	Complete and submit Chapter Information Form to GSCPA office
	Complete and submit Chapter Label Request Form to GSCPA office
	Complete and submit Name Badge Form to GSCPA office (optional)

Program Committee Chair

Completed	Task
	Contact program speakers and obtain bios and outlines of presentations
	Contact facilities to reserve meeting space
	Communicate meeting information to members via newsletter or postcards

Membership Committee Chair

Completed	Task
	Review chapter roster that is provided by the state society
	Contact new members monthly (list will be provided by state society)

Communications Committee Chair/Secretary

Completed	Task
	Prepare first meeting newsletter
	Review chapter web site to see if updates are needed
	Promote meetings locally

Nominating Committee Chair

Completed	Task
	Begin to identify potential future officers
	Plan to present slate of officers at January or February chapter meeting
	Submit chapter officers to state society by March 1

Scholarship Committee Chair

Completed	Task
	Determine amount allocated for scholarships
	Begin contacting colleges/universities in your area to promote scholarship opportunities
	Obtain copy of scholarship information for chapter president
	Submit list of scholarship recipients to Society by May 1

Community Service Chair

Completed	Task
	Determine volunteer opportunities and programs
	Recruit chapter members to assist in planning
	Promote activities to chapter

Treasurer

Completed	Task
	Update information with bank
	Prepare budget
	Submit Request for Approval of Funding Form in advance of event
	Submit Request for Reimbursement Form after event



Chapter Deadlines

June 1

___ New officers take office

June 30

___ Respond to request for financial information

___ Submit Chapter Information Form

___ Submit Chapter Label Request Form

___ Submit Chapter Name Badge Form

___ Submit Chapter Promotional Items Form

January/February

___ Hold chapter officer elections

March 1

___ Submit the chapter officers form for the upcoming year

May 1

___ Submit the names of your chapter scholarship recipients to the Society

May 31

___ Give chapter tool kit to incoming president or mail it back to the Society



**Chapter Information Form
Deadline: June 30**

Chapter: _____

Chapter Address: _____

City: _____ Zip: _____

Meeting Place: _____ Meeting Cost: _____

Meeting Day(s): _____ Meeting Time: _____

Chapter Email Address: _____

Person that receives email registrations: _____

Web-site Content Contact Person: _____

Newsletter Contact Person: _____

New Member Contact Person: _____

Student Member Contact Person: _____

Program –CPE Contact: _____

Special Events held by your chapter: (Please add any additional information that is unique to your chapter)

Please include a copy of your meeting schedule to post on your chapter web site.

Please fax completed form to Jennifer Poff by June 30.

FAX: 404-237-1291



Chapter Label and Roster Request Form

The Georgia Society of CPAs provides mailing labels and rosters on a monthly basis to chapters who request them. Labels and rosters are sent out at the end of each month. Only one set of labels will be sent out. If you need additional labels, please contact Jennifer Poff at jpoff@gscpa.org or 404-504-2939.

Chapter: _____

Labels:

- All Members
- Members without email

Rosters:

- Yes, I want a monthly roster
- No, I don't want a monthly roster

- I want both the roster and the labels

Contact Information:

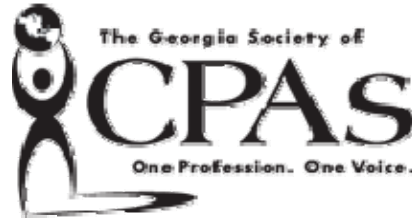
Name: _____

Address: _____

Phone: _____

Email: _____

Please complete form and fax it to Jennifer Poff at 404-237-1291.



Request for Chapter Name Badges

The Georgia Society of CPAs will order plated name badges for chapters who request them. **Chapter name badges will include officer's name and chapter name only.** The cost is \$10 per badge which includes shipping. If you would like to order name badges, complete the information below and fax it to Jennifer Poff at 404-237-1291.

Chapter: _____

Name 1: _____

Name 2: _____

Name 3: _____

Name 4: _____

Name 5: _____

Please feel free to add more names if you need to for directors, committee chairs, etc.

Complete form and fax it to Jennifer Poff at 404-237-1291.



CHAPTER PROMOTIONAL ITEMS
 Order Form
DEADLINE FOR ORDERING: June 30

If your chapter is interested in ordering any of the following promotional items, please indicate the quantity needed. All items will have the GSCPA logo imprinted. The Society will pay for initial order and set-up charges. Chapters will be billed for the number of items ordered plus tax and shipping.

Chapter _____

<u>Item</u>		<u>Quantity</u>	<u>Total Cost</u>
Notepads* 5 7/8" x 8 1/4" spiral bound lined	\$2.69 ea	_____	\$ _____
Highlighters	\$1.50 ea	_____	\$ _____
Coffee Mugs*	\$2.50 ea	_____	\$ _____
Mint Tins	\$3.00 ea	_____	\$ _____
Tumblers	\$4.50 ea	_____	\$ _____

*Minimum total order for notepads is 250 and for coffee mugs is 144. If we cannot make the minimum order with all chapter orders, we will not be able to order these items. **Please allow 3-4 weeks for your order to be completed.**

Ship To: _____

Please fax completed form to Jennifer Poff by June 30.
 FAX: 404-237-1291



CHAPTER OFFICERS
Due March 1*

CHAPTER: _____

PRESIDENT: _____

ADDRESS: _____

TELEPHONE: _____ EMAIL: _____

VICE PRESIDENT: _____

ADDRESS: _____

TELEPHONE: _____ EMAIL: _____

SECRETARY: _____

ADDRESS: _____

TELEPHONE: _____ EMAIL: _____

TREASURER: _____

ADDRESS: _____

TELEPHONE: _____ EMAIL: _____

CHAPTER REPRESENTATIVE TO COUNCIL: _____

EMAIL: _____

NOMINEE FOR STATE-NOMINATING COMMITTEE: _____

EMAIL: _____

***Nominations for Chapter Officers should be held during the January meeting.**

Please fax completed form to Jennifer Poff by March 1, 2010.

FAX: 404-237-1291

Chapter Newsletters

All chapter newsletters should be sent as a word document to Jennifer Poff at jpoff@gscpa.org. The information below is in the format that the Society uses to create the electronic newsletter. Jennifer Poff will take the information and place it in the template accordingly.

Your chapter **Month and Year** www.gscpa.org **Unsubscribe link**

President's Message: This is the area where chapter president's can write a message to their members about anything. It can be a brief summary of the last meeting or an update about a Society event you went to. It can also be a message about a random concern, such as, do people read this section of the newsletter?

Chapter Meeting: This is the area where you put your details regarding your upcoming chapter meetings. You can put the location, date, time, topic, speaker, hours of CPE available, dinner/lunch menus, cost, speakers' biography, meeting agendas and RSVP information.

Chapter News: This area includes any items that may be of interest to your chapter, such as, special recognition of your members by the Society, community service projects, help wanted ads and any news from the Society that is valuable to your members can go here.

Meeting Schedule: All chapters should have a meeting schedule. Providing a meeting schedule for your members allows them to plan ahead for your meetings. This may create higher attendance at your meetings.

Chapter officers and committee members: This area lets your members know who their chapter officers are and who the committee members are. You should provide contact information (both phone and email) in this area. Committee members just need to list their email.

This is just a few suggestions for sections of your chapter newsletter. However, if you feel you need to add more information, please do. Some chapters do a Member of the Month section and highlight an important member of their chapter, others list upcoming Society events and some even list big CPE events they have, such as, 8 hour A&A sessions and half day CPE events.

INSTALLATION OF CHAPTER OFFICERS & REPRESENTATIVES

Guideline

I would like to ask the following elected officers for 20** -20** of the _____ Chapter to come to the front of the room:

President:

Vice President:

Secretary:

Treasurer:

Chapter Representative:

Congratulations to each of you!

Your fellow members have expressed their confidence in you by electing you to positions in your chapter for the coming year. It is both an honor and a responsibility. The job is a demanding one, but the time, effort and thoughts you contribute will be more than rewarded by the satisfaction of completing a job well done.

Fortunately, plenty of help is available. The other members of your chapter, together with the officers and directors of the Georgia Society, are willing and able to assist you. Perhaps the most immediate and direct help will be gained from your predecessor in office, the Society's Chapter Advocacy Sub-Committee and your Society staff. The Society staff will be helpful as they are trained to provide assistance to insure maximum coordination.

I would like to remind each of you of the objectives of this chapter before instating you in your position. Those objectives are:

1. To advance the interests of Certified Public Accountants of the State of Georgia
2. To cultivate a spirit of fellowship and professional cooperation among its members
3. To provide continuing professional education to its members
4. To promote high standards of professional practice and ethical conduct
5. To promote the study of accountancy and of laws appertaining thereto
6. In general, to promote the better recognition of the practice of accountancy as a profession.

I charge each of you to strive for the fulfillment of these goals in this chapter this year.

I now proceed to install you into your respective offices.

<<State Name>>, as President, you are the chief executive officer of the chapter and are responsible for its successful operation during your term of office. The President shall preside at all meetings of the chapter and of the chapter's Executive Committee. The President shall also appoint committee chairpersons, represent the chapter at meetings of the

Council of the Georgia Society of CPAs, enforce the bylaws of the chapter and shall perform such other duties as appropriate to this office. If you will accept this responsibility, say I will. (response – “I will.”)

<<State Name>>, as Vice President of the chapter, you shall in the absence of the President, carry out all of the duties of the President and perform such other duties as are designated by the President. The Vice President shall be designated as President-elect. If you will accept this responsibility, say I will.

<<State Name>>, as Secretary, you shall be responsible for the maintenance of chapter membership records, minutes of meetings of the chapter and of the Executive Committee and carry out such other duties as are designated by the President. If you will accept this responsibility, say I will.

<<State Name>>, as Treasurer, you shall have the responsibility for all securities and funds of the chapter. The Executive Committee shall designate the depository bank and investments shall be made only after approval by the Executive Committee. You shall keep an account of all receipts and disbursements and shall render a full report annually or more often as requested by the Executive Committee. When directed, you shall prepare the budget for the fiscal year of the chapter. You shall provide your full annual report to the GSCPA Director of Finance and Administration so that the group tax return may be filed. If you will accept this responsibility, say I will.

<<State Name>>, as Representative of the chapter, you will serve a one-year term on the Council of the Georgia Society of CPAs and will carry to that body the concerns and desires of your chapter. It is your responsibility to represent your chapter, along with the President, at each of the two Council meetings during the year. If you will accept this responsibility, say I will.

As a representative of your State Society, I declare each of you duly instated to your respective position and wish you much success this year.

Educational Foundation of The Georgia Society of CPAs

Mission Statement and Objectives

The mission of the Educational Foundation of the Georgia Society of Certified Public Accountants, Inc. (Foundation) is to encourage the best and the brightest individuals in Georgia to become Certified Public Accountants.

The objectives of the Foundation, to accomplish its mission as stated above, are as follows:

1. Inform individuals about the breadth of opportunities provided by the CPA profession.
2. Provide financial incentives to individuals seeking to enter the CPA profession.
3. Provide financial support to schools or educators at Georgia educational institutions that are educating individuals to enter the CPA profession.
4. Recognize excellence demonstrated by accounting students and educators in Georgia.
5. Recognize excellence in passing the CPA examination.
6. Raise funds to support programs.

Operations

The Foundation is comprised of volunteer officers and a Board of Directors, who are all members of the Society, and has its own set of bylaws.

The Foundation's goals are accomplished through the sponsorship of programs and scholarships by funding contributed from members and friends of the Society.

The Foundation encourages all members of the Georgia Society of Certified Public Accountants to participate in its activities and to support its objectives throughout their careers and beyond.

Chapter Funded Scholarships & Programs

Matching Funds Program:

The Scholarship and Support Committee of the Educational Foundation offers chapters the opportunity to award their own scholarships through the Matching Funds Program. Chapters can submit funds, up to a pre-determined amount, that will be matched by The Educational Foundation. The combined total amount is then returned to the chapter to be used for scholarships to students and/or financial support to local college and university accounting programs

Program Timeline:

Fall: Chapter presidents will receive information regarding the Educational Foundation's scholarship as well as a Request for Matching Scholarship/Support Funding form. The chapter will also receive a copy of the Educational Foundation's scholarship application with blanks allowing for personalization of contact information and deadlines. The chapter is asked to fill in this section of the application prior to distributing scholarship applications. The chapter can use the same requirements as outlined by the Educational Foundation or they may determine their own requirements. Chapters will need to begin contacting institutions and students in their area.

Winter: A check will be mailed to the chapters for the Scholarship and Support Matching Funds Program.

Spring: Chapters are required to distribute their funding to students or universities and report back to the Society identifying the recipients of their respective scholarship money

Resources Available to the Chapters:

Chapters are asked to localize their scholarship recruitment efforts. Some suggestions offered to the chapters as to recruitment are as follows:

- Distribute scholarship information to local colleges and universities
- Issue scholarship applications to chapter's student members
- Contact local colleges and universities regarding funding for their respective accounting departments

Information regarding local colleges and universities as well as student members in your area can be obtained from Don Cook at dcook@gscpa.org or 404-504-2935.

The following are requirements used by the Educational Foundation in regards to scholarship eligibility. Chapters may want to use these requirements as guidelines in selecting scholarship participants.

- a. Resident of the state of Georgia;
- b. Enrolled during the period the scholarship funds are to be used in an accounting program at an accredited senior college or university;
- c. Enrolled in a minimum of six semester hours (ten quarter hours) beyond the sophomore level during the period scholarship funds are to be used; and
- d. Maintain an overall grade point average of 3.0 (on a 4.0 scale) or above or an accounting grade point average of 3.0 (on a 4.0 scale) or above.

Procedures for Awarding Scholarships:

Chapter's should follow the same criteria for awarding scholarships as listed below.

- A. The scholarships awarded may be used by the student for tuition, books, room and board, supplies, and other expenses associated with the cost of education.
- B. Awards for support to educational institutions may be made for hardware and software additions or other needs that are not being funded through the college budget, in accordance with the Foundation's mission. All matching grants must be for accounting department support and scholarships at degree-granting institutions accredited by the Southern Association of Colleges and Universities. The Foundation will not match funds for support of technical schools.

The Educational Foundation will distribute their standard scholarship applications to the chapters with blank areas allowing for personalization (Form is included). Please be sure to change the contact information and chosen deadlines for your individual chapter. Any scholarship applications received by the Society office will be included in the Educational Foundation's direct scholarship program.

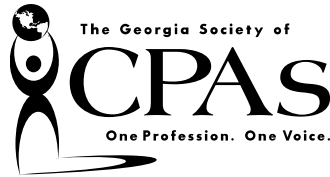
The sponsoring chapter is expected to be actively involved in the award process. Your chapter may want to appoint one or two chapter members to serve as chapter scholarship liaisons to organize the chapter's scholarship efforts. Suggested activities for the chapter officers and scholarship liaisons are:

1. Overseeing the recipient selection.
2. Presenting the award either at a chapter meeting or joint chapter-college function.
3. Publicizing presentation of the award in local new media.
4. Furnishing the Society with a press release and a digital or print photograph for inclusion in news media sponsored by the Society, such as *Current Accounts* or the Society's web site.

Important Follow-Up Documentation:

The recent audit prepared for the Educational Foundation resulted in a Management Letter from the auditors based on insufficient follow-up documentation from chapters regarding disbursement of funds for the Matching Scholarship Program. The auditor recommended that chapters identify students and institutions that receive funds. Once you have selected the recipients of the scholarship(s) and support, it is imperative that you forward their name(s), address(es), amount given, and when the scholarships were presented to the Educational Foundation staff liaison by May 1.

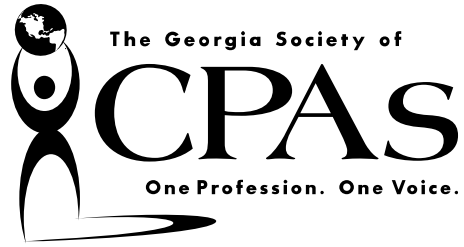
Applications may contain sensitive student data. Please dispose of applications properly after your scholarship award process or save them in a secure location.



2010 GSCPA STAFF

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Donna Heavener and Jennifer Poff are the primary contacts for chapter information.

If you have questions regarding the Educational Foundation or chapter scholarships, contact Don Cook.