

## Chapter Toolkit

### **I. Georgia Society of CPAs Leadership**

- Letter from the President
- GSCPA Mission Statement and Core Purpose
- 2012-2013 Board of Directors Contact Information

### **II. Chapter Leadership**

- 2012-2013 Chapter Officers Contact Information

### **III. Chapter Operations**

- Chapter Operations First 90 Days Checklist
- Chapter Deadlines Checklist
- Chapter Newsletter Template
- Electronic Communication Information
- New Chapter Registration Process
- Chapter and Committee Responsibilities

### **IV. Chapter Bylaws**

#### **V. CPE Guidelines for Chapters**

- Information for Recording CPE Hours Form
- CPE Review Form for Two or More Hours of CPE

#### **VI. Chapter Finances**

- Information on Financing for Local Chapters
- Form 990 Group Return Authorization
- Sample Budget

#### **VII. Chapter Resources**

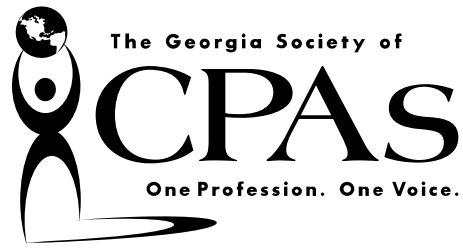
- Summary of Resources
- Chapter Operations First 90 Days Checklist
- Chapter Deadlines Checklist
- Chapter Information Form
- Chapter Label and Roster Request Form
- Request for Chapter Name Badges
- Chapter Promotional Items Order Form
- 2013-2014 Chapter Officers Form
- Guide to Installation of Chapter Officers and Representatives

#### **VIII. Educational Foundation**

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

#### **IX. Staff Contact Information**

- 2012 GSCPA Staff
- 2012 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, it is the only connection to the Society.

The mission of the Society is to help members achieve their professional 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. The Society plans to implement quarterly conference calls for chapter officers as well. Please also take advantage of the [Chapter Officers LinkedIn group](#). 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.

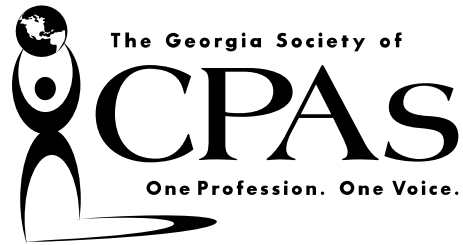
The Council meets twice a year: once in the fall and once in at Annual Convention. The Annual Convention Council Meeting will be held on June 17-20, 2012 at the Samoset Resort in Camden-Rockport-Rockland, Maine. The Fall Council meeting will be held at The Lodge and Spa at Callaway Gardens in Pine Mountain, GA on November 4-6, 2012. For planning purposes the 2013 Spring Council Meeting will be on May 2-3, 2013.

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 Member Services Department at (404) 504-2986 or [memberservices@gscpa.org](mailto:memberservices@gscpa.org).

I look forward to working with you in 2012-2013. Best wishes for a successful year.

Sincerely,

Marlan L. Nichols  
GSCPA Chairman, 2012-2013



# The Georgia Society of CPAs Vision, Mission and Core Purpose

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## ***Vision***

Our vision is to enhance the accounting profession.

## ***Mission***

Our mission is to achieve excellence in the practice of accounting in all forms.

## ***Core Purpose***

We achieve excellence by providing superior advocacy, leadership, service, lifelong learning and personal and professional development opportunities.

## ***Core Values***

### ***Integrity and Accountability***

Supporting our members in all their efforts to place professional responsibility over personal gain

### ***Advocacy***

Protecting the interests of the profession and the public

### ***Lifelong Learning***

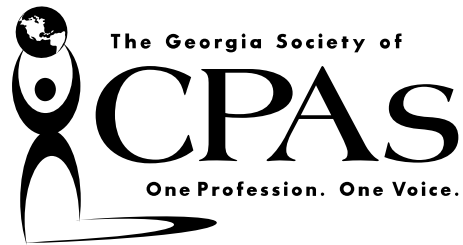
Developing our members by staying on the leading edge of expanding knowledge

### ***Leadership***

Tapping the talents, expertise and experiences of our members to make sense of all forces of change

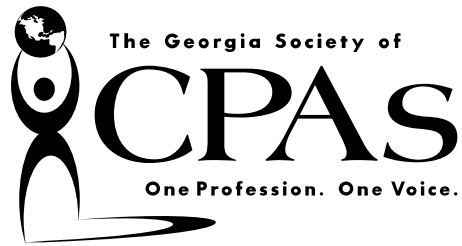
### ***Community***

Embracing member involvement and enrichment under the theme: One Profession. One Voice.



## 2012-2013 BOARD OF DIRECTORS

|                              |                    | Tel. Number  | E-Mail Address              |
|------------------------------|--------------------|--------------|-----------------------------|
| <b>Chairman:</b>             | Marlan Nichols     | 478-929-3888 | mnichols@nicholscauley.com  |
| <b>Chair-elect:</b>          | Darrell Thaw       | 912-638-8697 | darrell@thawcpa.com         |
| <b>Immediate Past Chair:</b> | Colin Blalock      | 404-262-7920 | ceb@joneskolb.com           |
| <b>Treasurer:</b>            | Denise Grove       | 770-253-1974 | dwgrove@cfo-support.com     |
| <b>Secretary:</b>            | Boyd Search        | 404-504-2942 | bsearch@gscpa.org           |
| <b>Statewide Directors:</b>  | Jennifer Birtz     | 770-353-5093 | jennifer.birtz@hawcpa.com   |
|                              | Walton Bryde       | 404-329-7800 | wcbryde@brydecpa.com        |
|                              | Rodney Chandler    | 404-353-8600 | rchandler@smithadcock.com   |
|                              | Scott Collins      | 706-543-3493 | scollins@collinscpa.com     |
|                              | David "Bo" Jackson | 404-586-0050 | bojacksonjr@hotmail.com     |
|                              | Ben Lee            | 912-638-1010 | blee@coastalcpasllc.com     |
|                              | J. Lowell Mooney   | 912-478-5217 | lmooney@georgiasouthern.edu |
|                              | Terry Parker       | 478-742-3313 | terry@clhp.com              |
|                              | Brandon Verner     | 770-552-6618 | bverner@vernercpa.com       |



## 2012-2013 CHAPTER OFFICERS

### Albany Chapter

President: Adam Hutchins  
229-723-3456  
[adam@hcbh.net](mailto:adam@hcbh.net)

Vice President: Shae Foy  
229-883-7878  
[sfoy@draffin-tucker.com](mailto:sfoy@draffin-tucker.com)

Secretary: Craig Moye  
229-446-3600  
[cmoye@mjcpa.com](mailto:cmoye@mjcpa.com)

Treasurer: Laura Jackson  
229-883-7878  
[ljackson@draffin-tucker.com](mailto:ljackson@draffin-tucker.com)

### Coastal Georgia Chapter

President: Doug Thornton  
404-290-3590  
[dthornton51@gmail.com](mailto:dthornton51@gmail.com)

Vice President: Dustin Paulk  
912-265-1750  
[dpaulk@mstilller.com](mailto:dpaulk@mstilller.com)

Treasurer: Tiffany Jenkins  
912-638-1010  
[tjenkins@coastalcpasllc.com](mailto:tjenkins@coastalcpasllc.com)

### Atlanta Chapter

President: Tommy Lee  
404-790-1926  
[tommy.lee@hawcpa.com](mailto:tommy.lee@hawcpa.com)

Vice President: Seth Peabody  
770-353-3012  
[seth.peabody@hawcpa.com](mailto:seth.peabody@hawcpa.com)

Secretary: Erick Wilson  
404-733-3279  
[ewilson@cbh.com](mailto:ewilson@cbh.com)

Treasurer: McCullough Hodgson  
404-253-7438  
[mccullough.hodgson@frazierdeeter.com](mailto:mccullough.hodgson@frazierdeeter.com)

### Columbus Chapter

President: Scott Wacter  
706-322-5482  
[s\\_wacter@fabml.com](mailto:s_wacter@fabml.com)

Vice President: Stacey Barefield  
706-323-3643  
[sbarefield@aflp.com](mailto:sbarefield@aflp.com)

Secretary: Jason Blair  
706-324-5435  
[jblair@robsongrimes.com](mailto:jblair@robsongrimes.com)

Treasurer: Cheryl Burns  
706-322-5482  
[c\\_burns@fabml.com](mailto:c_burns@fabml.com)

### Augusta Chapter

President: Paul Wade  
706-722-5337  
[pwade@smecpa.com](mailto:pwade@smecpa.com)

Vice President: Steve Loflin  
706-724-2063  
[sloflin@fullerfrost.com](mailto:sloflin@fullerfrost.com)

Secretary: Bobby Smith  
706-724-3557  
[basmith@cbh.com](mailto:basmith@cbh.com)

Treasurer: Jessica Cawley  
706-724-3557  
[jcawley@cbh.com](mailto:jcawley@cbh.com)

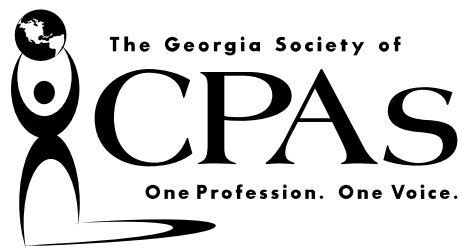
### DeKalb Chapter

President: Louis Olin  
404-338-9604  
[ldnilo@aol.com](mailto:ldnilo@aol.com)

Vice President: Beverly Cox  
770-454-9307  
[bcoxcpa@bellsouth.net](mailto:bcoxcpa@bellsouth.net)

Secretary: Diane Futch  
404-243-8096  
[dbfutch@cs.com](mailto:dbfutch@cs.com)

Treasurer: Jim Warren, Jr.  
770-784-5801  
[jimwarren@jimwarren-cpa.com](mailto:jimwarren@jimwarren-cpa.com)



## 2012-2013 CHAPTER OFFICERS

### Gwinnett Chapter

President: Jack Milner  
678-473-0363  
[jmcpallc@earthlink.net](mailto:jmcpallc@earthlink.net)

Treasurer: Robert Eshraghi  
404-614-5410  
[reshraghi@portmanusa.com](mailto:reshraghi@portmanusa.com)

Vice President/Secretary: Open

### Heart of Georgia Chapter

President: Rhonda Norris  
478-272-2030  
[rnorris@tjscpa.com](mailto:rnorris@tjscpa.com)

Vice President: Travis Craft  
478-272-1344  
[travis.craft@cktcpa.com](mailto:travis.craft@cktcpa.com)

Secretary/Treasurer: Kathy Schoendorf  
478-272-1344  
[kschoendorf@nicholscauley.com](mailto:kschoendorf@nicholscauley.com)

### Middle Georgia Chapter

President: Justin Bankston  
478-746-6277  
[jbankston@mmmcpa.com](mailto:jbankston@mmmcpa.com)

Vice President: Jay Siegelman  
478-474-5317  
[jsiegelman@hmmcpaga.com](mailto:jsiegelman@hmmcpaga.com)

Secretary/Treasurer: Open

### North Atlanta Chapter

President: John Cole  
770-951-7072  
[jcolecpa@charter.net](mailto:jcolecpa@charter.net)

Vice President: Gina Auld  
770-795-8749  
[gmacpa@comcast.net](mailto:gmacpa@comcast.net)

Secretary: Patrick McNabb  
770-795-0181  
[mcnabb2\\_pe@bellsouth.net](mailto:mcnabb2_pe@bellsouth.net)

Treasurer: Kathleen Ottman  
706-768-1543  
[ottmancpa@bellsouth.net](mailto:ottmancpa@bellsouth.net)

### Northeast Georgia Chapter

President: Kristy Walker  
706-542-8297  
[klwalker@uga.edu](mailto:klwalker@uga.edu)

Vice President: Sam Latimer  
706-536-0511  
[slatimer@alexandermand.com](mailto:slatimer@alexandermand.com)

Secretary/Treasurer: Zach Propes  
770-532-9131  
[zpropes@batescarter.com](mailto:zpropes@batescarter.com)

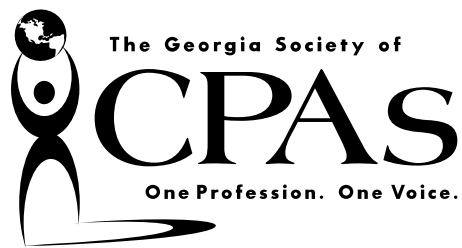
### North Perimeter Chapter

President: Emilie McLaughlin  
678-514-5297  
[emilie.mclaughlin.cpa@gmail.com](mailto:emilie.mclaughlin.cpa@gmail.com)

Vice President: Frank Durban-Jackson  
770-399-5933  
[fdurbanjackson@att.net](mailto:fdurbanjackson@att.net)

Secretary: Marye Lord  
678-892-1725  
[mlord@nationalchristian.com](mailto:mlord@nationalchristian.com)

Treasurer: Debra Bowen  
678-579-5514  
[debraybowen@gmail.com](mailto:debraybowen@gmail.com)



## 2012-2013 CHAPTER OFFICERS

### **Northwest Georgia Chapter**

President: Open

Vice President: Alex Williams

706-529-0749

[alex@esteswilliams.com](mailto:alex@esteswilliams.com)

Secretary: Alice Kimsey

706-278-2713

[alice@morehouse-cpa.com](mailto:alice@morehouse-cpa.com)

Treasurer: Doug Montgomery

706-278-7100

[dougmontgomery@decosimo.com](mailto:dougmontgomery@decosimo.com)

### **Southeast Georgia Chapter**

President: Charles Harter

912-681-5678

[charter@georgiasouthern.edu](mailto:charter@georgiasouthern.edu)

Vice President: Stacie Avery

478-237-7366

[stacieaverycpa@bellsouth.net](mailto:stacieaverycpa@bellsouth.net)

Secretary/Treasurer: Laura Daniels

912-764-6951

[laurad@dhccpa.com](mailto:laurad@dhccpa.com)

### **Rome Chapter**

President: Beverly Smith

706-234-7571

[beverly@wjrcpas.com](mailto:beverly@wjrcpas.com)

Vice President: Amy Strickland

706-295-0657

[amy@finneycpas.com](mailto:amy@finneycpas.com)

Secretary/Treasurer: Lauren Loy

706-291-4690

[lloy@haynesmoore.com](mailto:lloy@haynesmoore.com)

### **Southside Chapter**

President: Rich Hlozek

770-461-5502

[rich@brownnelms.com](mailto:rich@brownnelms.com)

Vice President: Bruce Wood

770-310-5347

[brucewoodcpa@yahoo.com](mailto:brucewoodcpa@yahoo.com)

Treasurer: Ryan Haning

770-461-5502

[ryan@brownnelms.com](mailto:ryan@brownnelms.com)

### **Savannah Chapter**

President: Randall Webb

912-238-1001

[rwebb@ddfcpas.com](mailto:rwebb@ddfcpas.com)

Vice President: Maliece Whatley

912-358-3408

[whatleym@savannahsate.edu](mailto:whatleym@savannahsate.edu)

Secretary/Treasurer: Taylor Mongin

912-235-3410

[taylor.mongin@hhbcpa.com](mailto:taylor.mongin@hhbcpa.com)

### **Southwest Georgia Chapter**

President: Tom Harrison

229-226-8320

[tharrison@lanigancpa.com](mailto:tharrison@lanigancpa.com)

Vice President: Roy Long

229-227-5884

[roy@longcocpas.com](mailto:roy@longcocpas.com)

Secretary: Jerry Maxwell

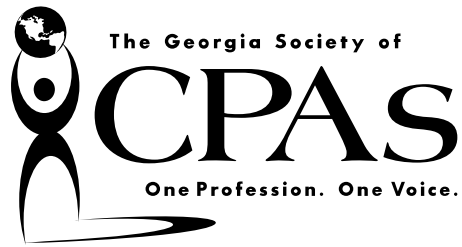
229-246-9700

[jerry@jerrymaxwellcpa.com](mailto:jerry@jerrymaxwellcpa.com)

Treasurer: Ashley Gardner

229-246-1511

[ashley@ygcpafirm.com](mailto:ashley@ygcpafirm.com)



## 2012-2013 CHAPTER OFFICERS

### Valdosta Chapter

President: Emily Browning  
229-244-1559  
[ebrowning@valdostacpa.com](mailto:ebrowning@valdostacpa.com)

Vice President: Jade Prickett  
229-242-2233  
[jprickett@awgpc.com](mailto:jprickett@awgpc.com)

Secretary/Treasurer: Maggie Creasy  
229-559-7703  
[maggie.creasy@quintiles.com](mailto:maggie.creasy@quintiles.com)

### Waycross Chapter

President: Larry Taylor  
912-283-8889  
[lgt@byrt.com](mailto:lgt@byrt.com)

Vice President: Delores Gibson  
912-281-9490  
[delores.gibson@gibsonlawpc.com](mailto:delores.gibson@gibsonlawpc.com)

Secretary: William Lee  
912-632-7144  
[blee@accessatc.net](mailto:blee@accessatc.net)

Treasurer: Debra Yonz  
912-283-8889  
[dcy@byrt.com](mailto:dcy@byrt.com)

### West Georgia Chapter

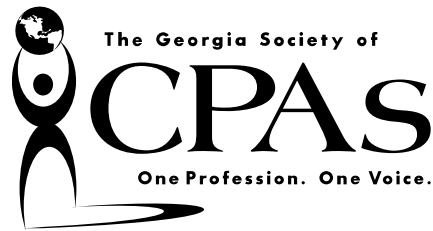
President: Diana Davis  
770-254-7647  
[DZDavis@bonalum.com](mailto:DZDavis@bonalum.com)

Vice President: Jenny Paul  
770-683-5516  
[jpaul@newnanutilities.org](mailto:jpaul@newnanutilities.org)

Secretary: Lou Kuntz  
770-502-0217  
[lou@newnancpa.com](mailto:lou@newnancpa.com)

Treasurer: Joyce Kruse  
678-423-4377  
[joycekruse@illinoisalumni.org](mailto:joycekruse@illinoisalumni.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. <b>Suggested committees are:</b> Program Committee, Membership Committee, Communications Committee, Nominating Committee, Scholarship Committee, Community Service Committee |
|           | Determine meeting dates (monthly, bi-monthly, quarterly, etc.) and tentative speakers and topics   |

### *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*

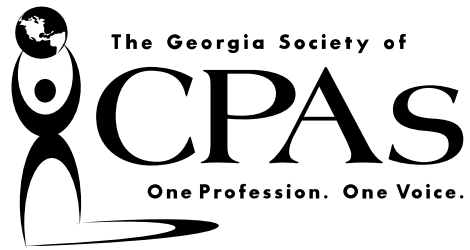
| Completed | Task   |
|-----------|--|
|           | Determine amount allocated for scholarships  |
|           | Begin contacting colleges/universities in your area to promote scholarship opportunities |
|           | Obtain copy of scholarship information for chapter president                             |
|           | 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 schedule of meeting dates with tentative speakers and topics

\_\_\_ Submit Chapter Label Request Form

\_\_\_ Submit Chapter Name Badge Form

\_\_\_ Submit Chapter Promotional Items Form

### January/February

\_\_\_ Hold chapter officer elections

### March 1

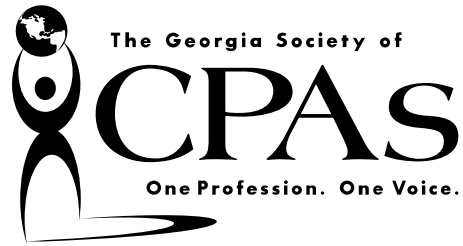
\_\_\_ Submit the chapter officers form for the upcoming year

### May 1

\_\_\_ Submit the names of your chapter scholarship recipients to the Society

### May 31

\_\_\_ Give chapter toolkit to incoming president or mail it back to the Society



## Chapter Newsletters Template

All chapter newsletters should be sent as a word document to Kara Peterson at [kpeterson@gscpa.org](mailto:kpeterson@gscpa.org). Below is the general format that the Society uses to create the electronic newsletter. Kara Peterson will take your chapter's information and place it in the template accordingly.

**Your chapter**   **Month and Year**   [www.gscpa.org](http://www.gscpa.org)   **Unsubscribe link**

**President's Message:** This is the area where chapter presidents 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 attended. It can also be a message about a random concern, such as, do people read this section of the newsletter?

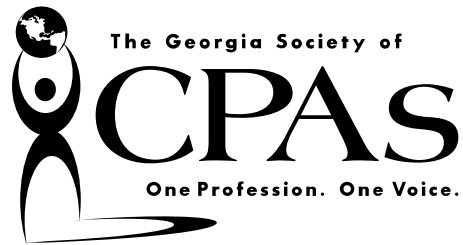
**Chapter Meeting Details:** This is the area where you put your details regarding your upcoming chapter meetings. You can put the location, date, time, topic, speaker, hours of CPE available, dinner/lunch menus, cost, speaker's biography, meeting agendas and RSVP information.

**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.

**Upcoming Meeting Schedule:** All chapters should have a meeting schedule listing the upcoming meetings for the year. Providing a meeting schedule for your members allows them to plan ahead for your meetings. This will likely 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.

These are 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 CPE programs.



## ELECTRONIC COMMUNICATION

### \*Chapter Website Updates

Kara Peterson, GSCPA Community Relations 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 pages for all of the Georgia Society of CPAs chapters are currently 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
- Meeting schedule
- Online registration for chapter meetings and/or events
- List of new members

All of the above information is ***not required*** on individual chapter websites. Additional information can be included on the “Additional Chapter Information” page. Note: the format of the chapter pages is subject to change this year.

Chapters’ home pages can have a link to an “Additional Chapter Information” page if necessary. 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
- Special activity or event information

All web site updates should be sent directly to [kpeterson@gscpa.org](mailto:kpeterson@gscpa.org). Please ensure that all requests contain specific directions as to what information should 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 Kara Peterson at 404-504-2944 or [kpeterson@gscpa.org](mailto:kpeterson@gscpa.org).

### **\*Chapter Email Notifications**

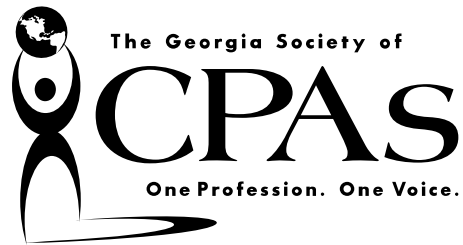
Kara Peterson, GSCPA Community Relations Coordinator, is the contact for all chapter email notifications to be sent out to members. Kara will send up to one reminder email per month for chapter meetings. Please submit emails to [kpeterson@gscpa.org](mailto:kpeterson@gscpa.org). **Emails will be sent three to five business days after they have been received.**

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 Kara Peterson at 404-504-2944 or [kpeterson@gscpa.org](mailto:kpeterson@gscpa.org).

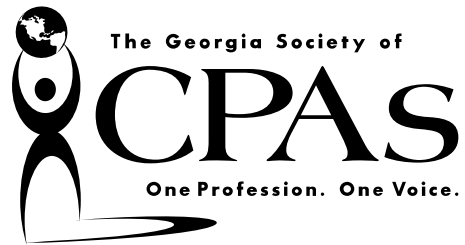
**\*If the website or email contact person will be out of the office for an extended period of time, you will be notified of the procedure in order to have your updates made or emails sent in a timely fashion.**



## **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.

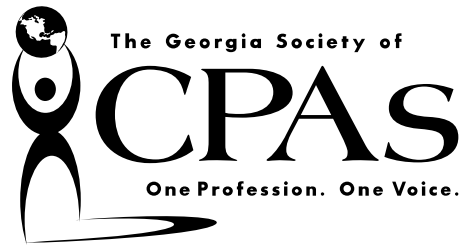


## **Executive Committee Responsibilities**

The chapter's Executive Committee is responsible for establishing policies of the chapter and representing the membership. Executive Committee members should:

- Attend all meetings and constructively consider the chapter's activities
- Stay informed on chapter activities and act as a liaison between the membership and the officers
- Hold Executive Committee meetings as needed

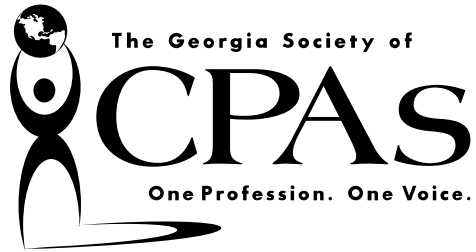




## Chapter President's Responsibilities

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.

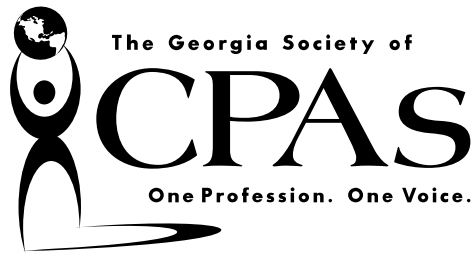
- Meet with the Executive Committee to plan the coming year
- Plan, hold and attend regularly scheduled meetings
- Plan the agenda and conduct the Executive Committee Meetings
- Represent chapter at semi-annual Council meetings
- Communicate with, and welcome, new members to the chapter
- Implement new ideas and programs to move the 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 replacements 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 toolkit, 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 backup to the president. He or she will assist the president and the chapter in a variety of ways. Some of the duties include:

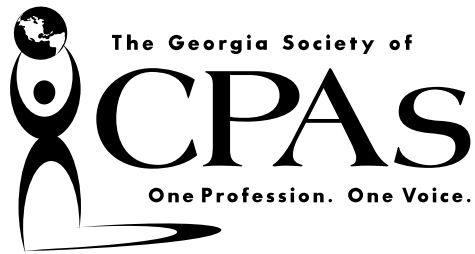
- Assists president in monitoring committees
- Acts in the role of president, if president is absent or unable to fulfill duties
- Chair or assist the program committee
- Assist with recruiting new members
- Communicate with, and welcome, new members to the chapter



## Secretary's Responsibilities

The secretary is the reporting source for all chapter news. His or her duties include:

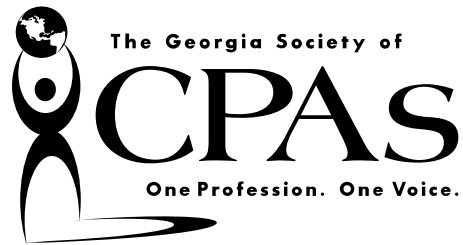
- Work with chapter president and the Society to maintain toolkit and supplies
- Record minutes of all executive committee meetings and distribute copies to all officers and board members
- Submit newsletter information and web site updates to the Community Relations Coordinator (a newsletter and web site template are in the chapter toolkit)
- 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 accounting department 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 accounting department 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's accounting department.
- Collect registration fees for meetings (for those who did not register and pay online through the Society's online catalog)
- Submit Request for Approval of Funding Forms and Request for Reimbursement Forms
- Submit names of scholarship recipients to the Society

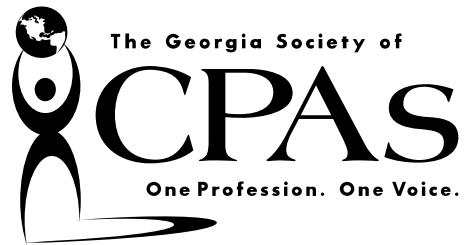


## COMMITTEE OPERATION

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 the chapter.

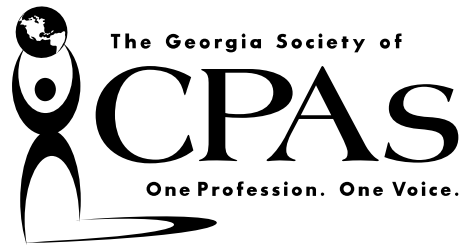
Committees should report all ideas to the Executive Committee for approval before going forth and implementing them.



## 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 to:

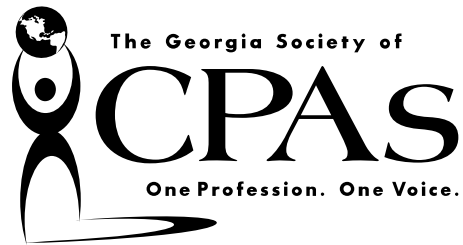
- Hold and conduct committee meetings
- Create an agenda for the meeting
- Act as the liaison between your committee and the Executive Committee of your chapter



## 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



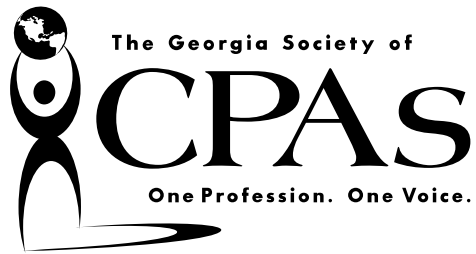
## Program Committee

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 chapters' 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 June 30, 2010**

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 XIII, Section 2 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](http://www.gscpa.org).

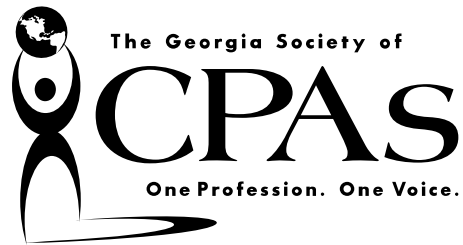
#### **X – Amendments**

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 two or more CPE hours be submitted in advance to the Member Services Department for approval.**

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 Kara Peterson at 404-504-2944 or 800-300-8889 ext 2944, e-mail: [kpeterson@gscpa.org](mailto:kpeterson@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.

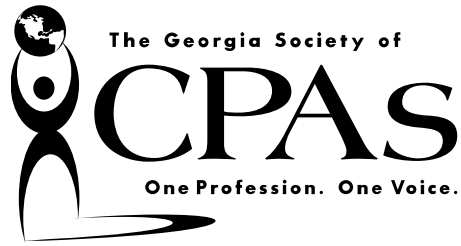
### General Requirements

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 Approval Form for CPE over Two Hours in Length

To receive approval by GSCPA's CPE department for CPE over two hours in length, you must submit the forms listed below to Kara Peterson prior to marketing the event to your Chapter:

- 1) **Signed and completed chapter approval form**
- 2) **Speaker's biography**
- 3) **Speaker's outline or presentation**

Kara Peterson

Georgia Society of CPAs, 3353 Peachtree Rd NE Ste 400, Atlanta, GA 30326-1414

Fax: 404-237-1291

Email: [kpeterson@gscpa.org](mailto:kpeterson@gscpa.org)

Please complete or attach the following:

Chapter Name: \_\_\_\_\_

Name of Presentation: \_\_\_\_\_

Date of Presentation: \_\_\_\_\_

Location of Presentation : \_\_\_\_\_

City: \_\_\_\_\_

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

Speaker's Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Speaker's Address: \_\_\_\_\_

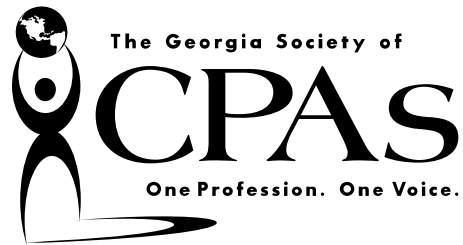
City/State/Zip: \_\_\_\_\_

Speaker's Telephone/Fax: \_\_\_\_\_

Speaker's Email Address: \_\_\_\_\_

By signing this form, you agree to only market your event to members of your Chapter. Thank you for your cooperation.

Signature of Authorized Officer or Director: \_\_\_\_\_



## Financing For Local Chapters

Each chapter with a net asset level of less than \$10,000 as of June 1, 2012, receives \$3,000 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.**

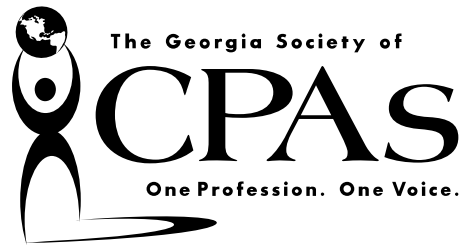
### Chapter Federal ID Number

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 Chief Financial Officer 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.

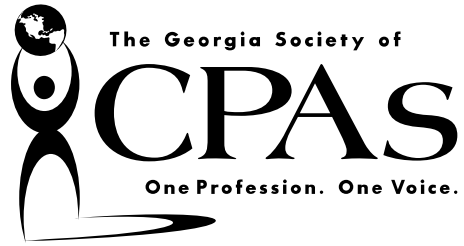
All chapter addresses are listed with the IRS as The Georgia Society of CPAs address: 3353 Peachtree Road NE, Suite 400, Atlanta, GA 30326-1414. **Do not change this address with the IRS.** Should you receive any correspondence from the IRS, please forward it to the Chief Financial Officer at the GSCPA.



## Form 990 Group Return Authorization

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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

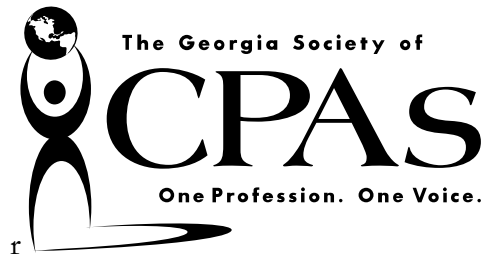
You, the Georgia Society of Certified Public Accountants, Inc., are hereby authorized to include us, the \_\_\_\_\_ Chapter, in a group return of Form 990 for the year ended May 31, \_\_\_\_\_.

Signed \_\_\_\_\_ Title \_\_\_\_\_

Print Name \_\_\_\_\_

## SAMPLE BUDGET

| 2006/2007 BUDGET             |          |
|------------------------------|----------|
| REVENUES                     |          |
| DUES REVENUE                 | 2,000.00 |
| EVENTS REVENUE               | 4,800.00 |
| REIMBURSEMENTS               | 1,500.00 |
| INTEREST INCOME              | 10.00    |
|                              | 8,310.00 |
| TOTAL REVENUES               |          |
|                              | 8,310.00 |
| EXPENSES                     |          |
| MONTHLY EVENTS               | 4,800.00 |
| MEETING EXPENSES             |          |
| 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   |
|                              | 8,174.00 |
| TOTAL EXPENSES               |          |
|                              | 8,174.00 |
| EXCESS REVENUES (EXPENSES)   | 136.00   |



## 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 Kara Peterson at 404-504-2944 or email [kpeterston@gscpa.org](mailto:kpeterston@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.**

### **New: Chapter Meeting Registration Form**

The New Chapter Meeting Registration form outlines how to get your members to register and pay for chapter meetings using the GSCPA online catalog. The form also includes instructions on how to get reimbursed for the meeting attendance fees collected by the Society online. Please submit this form to Kara Peterson with a list of your tentative meeting dates and topics for the year.

**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 Kara Peterson at 404-237-1291.

**Deadline: June 30.**

### 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 Kara Peterson 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 Kara Peterson. 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 Kara Peterson at 404-504-2944. **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 or an electronic version of the form can be found on the Chapter Resources web page. Please contact Kara Peterson at 404-504-2944 if you need name tags and forms.

**New Chapter Members**

New chapter members can be posted on the chapter web site at the beginning of each month. For more information to request a roster of new members, please contact Kara Peterson at 404-504-2944 or [kpeterson@gscpa.org](mailto:kpeterson@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**

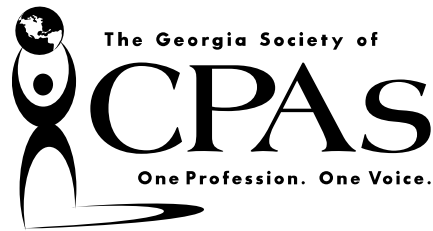
GSCPA Student membership includes freshman, sophomore, juniors, seniors, and fifth year students. Student applications for membership, brochures and handouts are available at any time from the Member Services department.

**Leadership Academy**

Chapters will be asked periodically (usually in the spring) to nominate and possibly sponsor a Fellow member for 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 Kara Peterson at 404-504-2944 or [kpeterson@gscpa.org](mailto:kpeterson@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. <b>Suggested committees are:</b> Program Committee, Membership Committee, Communications Committee, Nominating Committee, Scholarship Committee, Community Service Committee |
|           | Determine meeting dates (monthly, bi-monthly, quarterly, etc.) and tentative speakers and topics   |

### *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*

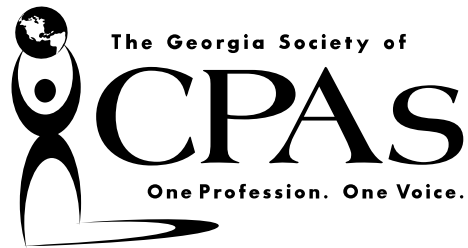
| Completed | Task   |
|-----------|--|
|           | Determine amount allocated for scholarships  |
|           | Begin contacting colleges/universities in your area to promote scholarship opportunities |
|           | Obtain copy of scholarship information for chapter president                             |
|           | 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 schedule of meeting dates with tentative speakers and topics

\_\_\_ Submit Chapter Label Request Form

\_\_\_ Submit Chapter Name Badge Form

\_\_\_ Submit Chapter Promotional Items Form

### January/February

\_\_\_ Hold chapter officer elections

### March 1

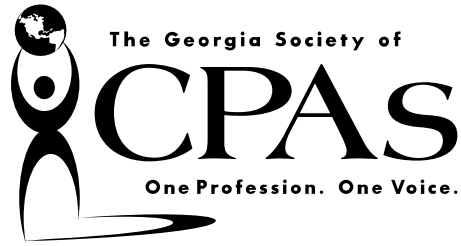
\_\_\_ Submit the chapter officers form for the upcoming year

### May 1

\_\_\_ Submit the names of your chapter scholarship recipients to the Society

### May 31

\_\_\_ Give chapter toolkit 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)

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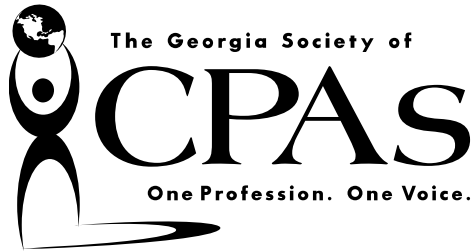
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**Please include a copy of your meeting schedule to post on your chapter web site.**

**Please fax completed form to Kara Peterson 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 Kara Peterson at [kpeterson@gscpa.org](mailto:kpeterson@gscpa.org) or 404-504-2944.

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:

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Name: \_\_\_\_\_

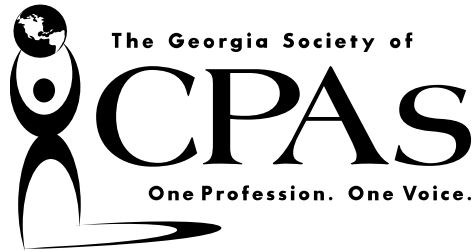
Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Please complete form and fax it to Kara Peterson 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 Kara Peterson at 404-237-1291.

Chapter: \_\_\_\_\_

Name 1: \_\_\_\_\_

Name 2: \_\_\_\_\_

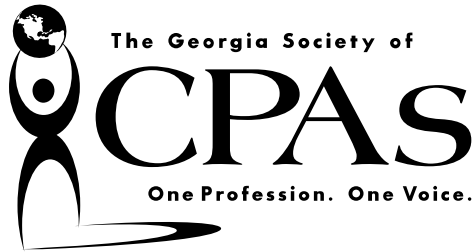
Name 3: \_\_\_\_\_

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 Kara Peterson at 404-237-1291.



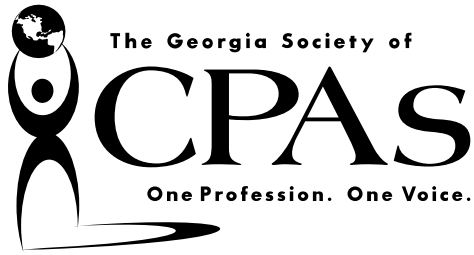
**CHAPTER PROMOTIONAL ITEMS  
Order Form  
DEADLINE FOR ORDERING: June 30**

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.

| <u>Item</u>                                     |           | <u>Quantity</u> | <u>Total Cost</u> |
|---|-----------|-----------------|-------------------|
| Notepads*<br>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.**

**Please fax completed form to Kara Peterson by June 30.  
FAX: 404-237-1291**



## CHAPTER OFFICERS 2013-2014

Due March 1, 2013

**CHAPTER:** \_\_\_\_\_

**PRESIDENT:** \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**VICE PRESIDENT:** \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**SECRETARY:** \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**TREASURER:** \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

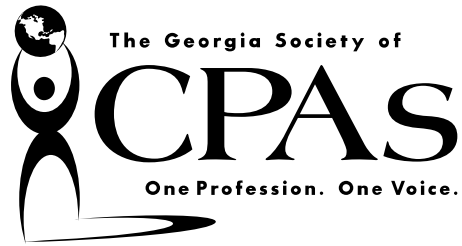
**CHAPTER REPRESENTATIVE TO COUNCIL:** \_\_\_\_\_

EMAIL: \_\_\_\_\_

**NOMINEE FOR STATE-NOMINATING COMMITTEE:** \_\_\_\_\_

EMAIL: \_\_\_\_\_

**\*Nominations for Chapter Officers should be held during the January meeting.**  
Please fax completed form to Kara Peterson by March 1, 2013.  
FAX: 404-237-1291



## 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 Chief Financial Officer 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 Nikelle Hamada at [nhamada@gscpa.org](mailto:nhamada@gscpa.org) or 404-504-2956.

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.

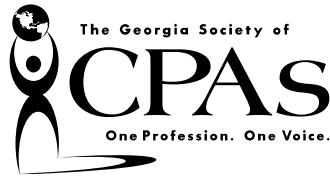
The sponsoring chapter is expected to be actively involved in the award process. Your chapter may want to appoint one or two chapter members to serve as chapter scholarship liaisons to organize the chapter's scholarship efforts. Suggested activities for the chapter officers and scholarship liaisons are:

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.

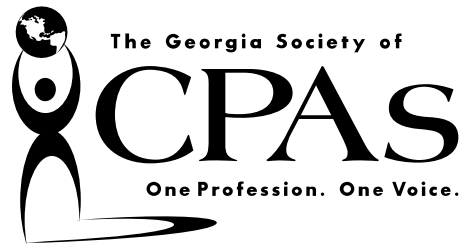
Applications may contain sensitive student data. Please dispose of applications properly after your scholarship award process or save them in a secure location.



## 2012 GSCPA STAFF

404-231-8676 or 800-330-8889 • Fax 404-237-1291 • [www.gscpa.org](http://www.gscpa.org)

|  | <b>Ext.</b> | <b>E-Mail Address</b>  |
|--|-------------|--|
| Boyd Search, CEO                                       | 2942        | <a href="mailto:bsearch@gscpa.org">bsearch@gscpa.org</a>         |
| Greg Wilder, Vice President, Operations and Management | 2943        | <a href="mailto:gwilder@gscpa.org">gwilder@gscpa.org</a>         |
| Jan Roberds, Receptionist                              | 2990        | <a href="mailto:jroberds@gscpa.org">jroberds@gscpa.org</a>       |
| <b>Accounting</b>                                      |             |  |
| Lloyd McCreary, CFO                                    | 2953        | <a href="mailto:lmccreary@gscpa.org">lmccreary@gscpa.org</a>     |
| Bridgette Holmes, Controller                           | 2954        | <a href="mailto:bholmes@gscpa.org">bholmes@gscpa.org</a>         |
| Alysia Jarrells, Coordinator                           | 2955        | <a href="mailto:ajarrells@gscpa.org">ajarrells@gscpa.org</a>     |
| <b>CPE</b>   |             |  |
| Paige Brooks, Director of Education & Training         | 2946        | <a href="mailto:pbrooks@gscpa.org">pbrooks@gscpa.org</a>         |
| Brian Abram, Operations Coordinator                    | 2951        | <a href="mailto:babram@gscpa.org">babram@gscpa.org</a>           |
| Joanne Singletary, Seminar Manager                     | 2950        | <a href="mailto:jsingletary@gscpa.org">jsingletary@gscpa.org</a> |
| Marie Carpenter, CPE Registrar                         | 2936        | <a href="mailto:mcarpenter@gscpa.org">mcarpenter@gscpa.org</a>   |
| <b>Peer Review</b>                                     |             |  |
| Honorene Hazeur, Director                              | 2940        | <a href="mailto:hhazeur@gscpa.org">hhazeur@gscpa.org</a>         |
| Jeff Wells, Manager                                    | 2958        | <a href="mailto:jwells@gscpa.org">jwells@gscpa.org</a>           |
| <hr/>  |             |  |
| <b>Member Services</b>                                 |             |  |
| Don Cook, Vice President, Mem and Business Development | 2935        | <a href="mailto:dcook@gscpa.org">dcook@gscpa.org</a>             |
| Jennifer Poff, Manager                                 | 2939        | <a href="mailto:jpoff@gscpa.org">jpoff@gscpa.org</a>             |
| Nikelle Hamada, Manager                                | 2956        | <a href="mailto:nhamada@gscpa.org">nhamada@gscpa.org</a>         |
| Betsy Pass, Community Relations Manager                | 2937        | <a href="mailto:bpass@gscpa.org">bpass@gscpa.org</a>             |
| Kara Peterson, Community Relations Coordinator         | 2944        | <a href="mailto:kpeterson@gscpa.org">kpeterson@gscpa.org</a>     |
| <b>Conferences</b>                                     |             |  |
| Lynne Carr, Conference Manager                         | 2945        | <a href="mailto:lcarr@gscpa.org">lcarr@gscpa.org</a>             |
| Kendra Nolley, Conference Manager                      | 2952        | <a href="mailto:knolley@gscpa.org">knolley@gscpa.org</a>         |
| <b>Public Relations/Communications</b>                 |             |  |
| Jamie Etzbach, Director of Publications and Marketing  | 2933        | <a href="mailto:jetzbach@gscpa.org">jetzbach@gscpa.org</a>       |
| Elizabeth Kistler, Director of Communications and PR   | 2941        | <a href="mailto:ekistler@gscpa.org">ekistler@gscpa.org</a>       |
| Calvin Wong, Director of Information Technology        | 2934        | <a href="mailto:cwong@gscpa.org">cwong@gscpa.org</a>             |



## 2012-2013 Staff Chapter Contacts

404-231-8676 or 800-330-8889 • Fax 404-237-1291 • [www.gscpa.org](http://www.gscpa.org)

|  | <b>Ext.</b> | <b>E-Mail Address</b>   |
|--|-------------|---|
| <b>Kara Peterson, Primary Staff Contact for Chapters</b>           | <b>2939</b> | <b><a href="mailto:kpeterson@gscpa.org">kpeterson@gscpa.org</a></b> |
| <b>Betsy Pass, Primary Staff Contact for Chapters</b>              | <b>2937</b> | <b><a href="mailto:bpass@gscpa.org">bpass@gscpa.org</a></b>         |
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| Bridgette Holmes, Staff Contact for Financial Information          | 2954        | <a href="mailto:bholmes@gscpa.org">bholmes@gscpa.org</a>            |
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