

BY-LAWS

North Florida Certified Public Managers Alumni Association

Index

Article I	Name and Office
Article II	Vision, Mission, Goals
Article III	Membership
Article IV	Officers
Article V	Duties of Officers
Article VI	FCPM
Article VII	Advisory Board
Article VIII	Board of Directors
Article IX	Committees
Article XI	Special Meetings
Article XII	Dues
Article XIII	Fiscal Year
Article XIV	Parliamentary Procedure
Article XV	Amendments
Article XVI	Elections
Article XVII	Dissolution

Article I - Name and Address

The name of this organization shall be the North Florida CPM Alumni Association, Inc. The mailing address of record for the corporation is P.O. Box 6215, Tallahassee, FL 32314.

The North Florida CPM Alumni Association may be referred to, herein after, in these by-laws as "NFCPM".

Article II - Vision, Mission, and Goals

Section 1.

Vision: Improved organizational and personal performance in Florida Government through the knowledge, commitment, and action of an association of Certified Public Managers.

Section 2. Mission: To foster and maintain high professional and ethical standards in the practice of public management and to further the professional growth of the NFCPM members.

Section 3. Goals:

* To support other regional alumni associations throughout Florida.* To improve communication and cooperation of public managers in all sectors of Florida's government.

* To provide opportunities for members to continually increase their knowledge in the field of public management.

* . To promote growth and recognition of Certified Public Managers in North Florida.

Article III - Membership

Section 1. Membership shall be held exclusively by individuals who are members of the NFCPM and who support the Vision, Mission and Goals of the NFCPM.

Grades of Membership shall be:

(a) **Fellows-** Any person who has obtained a valid certification as a Certified Public Manager (CPM) issued by a program accredited by the National Certified Public Manager Program Consortium shall be eligible

(b) **Associate Members-** Any person who has completed at least one CPM level and who shares the goals of the NFCPM shall be eligible for associate membership in the NFCPM. Associate Members may vote for all offices. Associate Members may be appointed to chair standing and special committees, but cannot hold elected offices.

(c) **Honorary Fellows-** A person may be elected to honorary membership by a two-thirds vote of the Board of Directors. Honorary Fellows will be entitled to all of the privileges of membership except they will not be entitled to vote or hold elective or appointed office. Honorary Fellows are not required to pay dues.

Section 2. Provisions may be made by the Board of Directors for other classes of membership within the NFCPM.

Section 3.

(a) Only Fellows shall be eligible to hold elective office in the NFCPM.

(b) All members of the NFCPM shall be entitled to attend all meetings of the NFCPM and speak on any issue before the assembly.

Section 4. A member is in good standing when all NFCPM dues for the current year are paid to the NFCPM Treasurer.

Section 5. All members of the NFCPM in good standing shall be entitled to use the designation "Member of the North Florida Certified Public Managers Alumni Association."

Section 6. The only criteria for membership shall be per Article III, Sections 1 (a,b,c), and the payment of appropriate dues as specified in the By-laws and in the Appendix.

Article IV – Officers

Section 1. The officers of the NFCPM shall be a President, a Vice President, a Secretary and a Treasurer. Other officers may be elected as deemed necessary by the NFCPM. All officers must be Fellows in good standing of the NFCPM.

Section 2. The officers shall be nominated and elected by the following process:

* NFCPM members may make nominations for NFCPM officers no sooner than October 1 and no later than November 15 for officers to be installed the following January. Nominations may be made by direct electronic mail to the NFCPM Board member designated to handle the election.

The NFCPM Board member designated to handle the election shall promote the election season and member participation through available media such as email, newsletter or webpage, receive nominations of candidates

for available offices, and ascertain the nominees' qualifications for candidacy.

In the event there is more than one nominee, a ballot will be designed and distributed to the NFCPM members by electronic mail no later than November 30 for officers to be installed in the following January. If there is only one nominee for each office, officers will be elected by voice vote of members at the December meeting. If a ballot form is needed, it shall include the electronic address of the NFCPM Board member designated to handle the election.

The NFCPM Board shall assume that the members and electronic addresses provided by the Secretary of the NFCPM are qualified voters and the electronic addresses are correct, unless otherwise directed by the President of the NFCPM.

* Members shall submit their vote by electronic media in a format as directed by the NFCPM Board to the NFCPM Board Member designated to handle the election no later than November 30 for officers to be installed in the following January.

*The NFCPM Board member designated to handle the election will count the ballots, report the results of the election to the President no later than December 5.

* The President shall inform the newly elected officers of their impending installation.

* An NFCPM meeting will be held in January of the following year. Installation of the new officers will be held during the meeting.

* The election schedule may be revised in a particular year by the Board of Directors vote.

Section 4. All vacancies in elective offices, except the office of President, shall be filled by appointment of the President, with the approval of the remaining officers, for the unexpired part of the term. In the event of a vacancy in the office of the President, the Vice President shall become president for the

unexpired term. If the Vice President is unable to serve, that position shall be filled by the normal nomination and election procedure.

Section 5. The term of office for the President shall be two (2) years with a maximum concurrent term of an additional two years or until a new President is installed.

The terms of Vice President shall be two (2) years; Secretary and the Treasurer shall be two (2) calendar years following their election or until their successors are installed.

The terms of the Secretary and the Treasurer shall overlap. The Secretary shall be elected each year ending with an even number. The Treasurer shall be elected in each year ending with an odd number.

Section 6. An officer can be removed for the following reasons:

- (a) Non - performance of duties
- (b) Actions contrary to the purposes of the NFCCPM or are injurious to the NFCCPM or the members of the NFCCPM.
- (c) Conviction of or adjudication withheld for a felony or misdemeanor involving dishonesty or moral turpitude.

To remove any officer(s) from office, a two - thirds (2/3) vote of the remaining Board Members shall be required. This vote shall be by written ballot.

Article V - Duties of Officers

Section 1. The duties of the officers shall be such as are implied by their respective titles and as are specified in these By-laws.

Section 2. The President shall be the principal officer of the NFCCPM and shall:

- (a) Preside at the meetings of the Board of Directors and the meetings of the NFCCPM.
- (b) Appoint Standing Committee and Special Committee Chairs and Members to all committees as needed, subject to the approval

of the majority of the Board of Directors present at a scheduled meeting.

(c) Appoint an NFCCPM Board Member to handle the election by August 31 of each year, subject to the approval of the majority of the Board of Directors of NFCCPM present at a scheduled meeting.

(d) Fill vacancies in elected or appointed offices, subject to the approval of the majority of the Board of Directors present at a scheduled meeting.

(e) Be a member ex - officio, without a vote, on all committees.

(f) In conjunctions with the Board of Directors, authorize all disbursements from funds of the NFCCPM before the Treasurer makes such disbursements.

(g)The President may be authorized to countersign checks.

(h) Subject to the direction of the incoming President, be responsible for the completion of unfinished business through January 31 following their term of office, or one month following the installation of a new President.

(i) Keep the Vice President informed on all NFCCPM activities.

(j) Determine the location of the Board Meetings, with the approval of the majority of the Board Members. (See Article VII, Section 4, for additional information.)

(k) Serve as a communications liaison with other Certified Public Manager Alumni Associations in the State of Florida.

(l) Deliver to the incoming President, all files, papers and other property belonging to the NFCCPM immediately upon retiring from office.

(m) Represent the NFCCPM at state meetings as deemed appropriate by a majority vote of the Board of Directors. The President is entitled to payment by the NFCCPM for travel expenses.

Section 3. The Vice President shall:

(a) Perform the duties of the President in the President's absence or inability to serve.

(b) Serve as Chairperson of the Program Committee with the responsibility of establishing monthly chapter meetings,

selecting topics and obtaining speakers, locations, etc.

(c) Become President for the unexpired term in the event of death, resignation or removal of the President.

(d) Assist in such other capacities as the President or Board of Directors shall direct.

(e) Deliver all files, papers and other property belonging to the NFCPM, immediately upon retiring from office.

Section 4. The Secretary shall:

(a) Send out meeting notices of monthly meetings and other chapter events.

(b) Take reservations for monthly meetings and transmit a list to the caterer and treasurer.

(c) Take minutes of all Board meetings and maintain an official copy of all correspondence generated or received by officers and members of the Board conducting chapter business.

(d) Serve as a member of the Communication Committee. Ensure the NFCPM monthly newsletter is appropriately distributed; assist the Communication Chairperson in soliciting articles and information from the NFCPM Board and members for inclusion in the newsletter.

(e) Maintain and update NFCPM member contact information.

(f) Deliver to his/her successor all files, papers and other property belonging to the NFCPM immediately upon retiring from office.

Section 5. The Treasurer shall:

(a) Be responsible and account for all monies of the NFCPM. All monies shall be deposited in depositories selected by the Officers with the agreement of the Board of Directors.

(b) Be capable of being bonded. Bonding fee will be paid by the NFCPM should the officers feel that bonding is necessary.

(c) Keep complete and accurate account of all receipts and disbursements, which shall be subject at all times to examination by the officers of the NFCPM.

(d) Perform monthly reconciliation of all NFCPM accounts and prepares Treasurer's report for presentation at NFCPM Board and membership meetings as requested.

(e) Prepare quarterly financial reports to be completed the end of March, June, September and December.

(f) Disburse funds only upon receipt of original bills and properly executed vouchers that have been approved by the President.

(g) Track funds raised from fundraising projects.

(h) Shall be authorized to countersign checks.

(i) If deemed appropriate, have the books reviewed no later than January 31st by a person designated by the President. If an audit is needed, the audit expense is to be paid by the NFCPM. The audit report shall be presented to the NFCPM at the next meeting following completion of the audit for adoption and dissemination to each member of the Chapter.

(j) Deliver to his/her successor all funds, securities and records of the NFCPM immediately after the close of the fiscal year.

Article VI -Center for Public Management

Section 1. The NFCPM shall support the work of other CPM alumni organizations in conjunction with the Center for Public Management and their Vision, Mission and Goals assisting where applicable.

Article VIII - Board of Directors

Section 1. The Board of Directors shall consist of the following members:

(a) Officers of the NFCPM

(b) Immediate Past President of the NFCPM

(c) Standing Committee Chairs who will serve as Members-at-Large.

(1) Members-at-Large for Community Service, Communications, Fundraising, and Level VIII Graduation, shall serve as Committee Chairs. These positions shall be appointed by the President, subject to the approval of the majority of the Board of Directors of NFCPM present at a scheduled meeting, for a term of 1 year. Committee chairs may be reappointed. Only Fellows can serve as Members-at-Large of the Board of Directors. Other Members at Large may be

authorized by a majority vote of the membership of the Chapter and shall be elected by a majority vote of the membership. All officers must be members of the Chapter in good standing.

Section 2. The President of the NFCPM shall serve as Chair of the Board of Directors.

Section 3. A quorum for the Board of Directors shall consist of a majority (50%+1) members of the Board being personally in attendance, or in communication via teleconferencing. Votes cast by members of the Board of Directors shall be documented in writing by the Secretary via the meeting minutes or by electronic media.

Section 4. The Board of Directors shall meet or teleconference at least quarterly. The location for any meeting shall be determined by the Chapter President with the agreement of Board members.

Section 5. The Board of Directors shall have the power to act for the NFCPM. A report of the actions taken by the Board of Directors shall be given at meetings of the NFCPM. The members of the NFCPM shall have the power to change Board of Directors' action. A majority vote of the NFCPM members present at an NFCPM meeting is needed to change any action of the Board of Directors. A vote of the members of the NFCPM may be taken at the request of the President. Such vote shall have the force and effect of a vote taken at a meeting. Fellows are entitled to one vote each. Voting by proxy shall not be allowed.

Article IX – Committees

Section 1. The standing committees of the NFCPM are: Program, Community Service, Communications, Fundraising, and Level VIII Graduation.

The President may appoint Members in good standing to serve as NFCPM Liaisons as part of joint CPM alumni association committees.

Section 2. Special Committees (Ad hoc Committees) may be appointed as deemed necessary.

Section 3. The Vice President will serve as the Chairperson of the Program Committee. Other Committee Chairs and members will be appointed in accordance with the committee charters as found in Appendix 2. Members may be reappointed. Only members in good standing shall be eligible to serve on Standing or Special Committees.

Section 4. The Board of Directors may remove a member from an appointed position for the same reasons it can remove an officer (See Article IV, Section 6, (a), (b), and (c)). The procedure described in Article IV, Section 6, for removing an officer from office, shall be used to remove a member from an appointed position.

Article XI - Special Called Meetings

Section 1. NFCPM Special Meetings may be called by using one of the following methods:
(a) By the NFCPM President
(b) At the written request of a majority of the NFCPM Board of Directors.

If a Special Meeting is called as specified in (b), the written request is to be sent to the President of the NFCPM with a copy to all members of the NFCPM Board of Directors. The President of the NFCPM will send the official call to the special meeting to all members.

Only the matters specified in the call shall be considered at a special meeting. The President shall include an Agenda for the meeting in the Call to the Special Meeting.

Article XII – Dues The Board of Directors for the NFCPM shall determine the annual dues. Dues shall be administered as in Appendix 1.
Article

XIII - Fiscal Year

Section 1. The fiscal year for the NFCCPM shall begin the first day of January and shall end on the thirty-first day of December each year.

Article XIV - Parliamentary Procedure

The rules of parliamentary procedure comprised in the current edition of Robert's Rules of Order Newly Revised shall govern all procedures of the NFCCPM, subject to such special rules as have been or may be adopted.

Article XV – Amendments

Section 1. These By-laws may be amended, altered or repealed by a two-thirds vote of the members ballots received by mail or electronic media or by two-thirds vote of members at an advertised NFCCPM meeting.

Article XVI – Elections

Determination of person elected.— The person receiving the highest number of votes cast in a general or special election for an office shall be elected to the office. In case two or more persons receive an equal and highest number of votes for the same office, a special run-off election shall be held to determine who shall be elected to the office. In the case of a runoff election, the ballot shall be opened no later than November 30 and members shall submit their vote in a format as directed by the NFCCPM Board Member designated to handle elections no later than December 5 for officers to be installed in the following January. Should there be a tie in the run-off election then such persons shall be voted on by the Board of Directors no later than December 15th for officers to be installed in the following January.

Article XVII – Dissolution

Upon dissolution of the **North Florida CPM Alumni Association, Inc.** all of the organization's assets remaining after pay out of all costs and expenses of such dissolution shall be donated to the Florida Center for Public Management. None of the assets will be distributed to any member, officer or trustee of the dissolved organization.

APPENDIX 1

DUES

Dues shall ordinarily be collected during an annual membership drive sponsored by NFCPM. By agreement, dues may be received by the NFCPM Treasurer or by an elected officer of the chapter.

*Until revised, and as of January 1, 2013 annual membership dues are \$40. Members who become members or renew their membership during the annual membership drive may join for two years with a total fee of \$70. Dues shall be divided equally between the NFCPM and the state level Florida CPM Alumni organization. NFCPM will hold half of the dues received in reserve until the state level society is ready to receive them.

**Until revised and as of January 1, 2013 NFCPM may elect to forego all or a portion of the membership fees in cases such as for Honorary Members or members who become members after March 15 and other special cases.

The Dues Appendix is not a formal part of the By-laws and may be revised by the Board of Directors. Last revised December 1, 2012.

*Dues shall be divided equally between the NFCPM and the anticipated state level Florida Society of CPM Alumni Chapters. NFCPM will hold half of the dues received in reserve until the state level society is ready to receive them.

APPENDIX 2

Committee Charter of the Program Committee of the North Florida Certified Public Managers Alumni Association

1. The purpose of the NFCPM Program Committee (NFPC) shall be to plan monthly chapter meetings, select topics, obtain speakers, locations, etc. Activities should include:

- Surveying members to determine what topics and speakers are of interest each year.
- Contacting speakers and coordinating with the speakers as they prepare for monthly chapter meetings.
- Developing newsletter articles and other announcements for monthly chapter meetings that provide information on each month's topic and speaker and providing information on meetings to the individual designated to develop the monthly newsletter.

2. COMPOSITION OF THE COMMITTEE: The NFPC shall be comprised of the Vice President who will serve as chairperson and three other members. Additional members may be added as deemed necessary by the Chair. Members shall be appointed to serve a period of one calendar year, and may be reappointed during subsequent years. Members may be appointed to this committee at any time during the year as deemed appropriate by the President and Board. It is the responsibility of the committee chair to recruit volunteers for the committee. If there is no chair or if the chair needs assistance in recruiting volunteers, the chair or NFCPM President can request assistance from the officer designated to be responsible for nominations.

3. MEETINGS & PROCEDURES OF THE NFCPM

The NFPC shall meet (conference call is considered a meeting) at least two (2) times annually or more frequently as circumstances require and as requested by the chairperson. Meeting times and sites/mode will be announced to the committee members by the chairperson. The committee will take minutes during their meetings and the committee chair will submit them to the Board Secretary to be included as the committee report for the NFCPM Board meeting following the committee meeting. The committee chair will submit a committee update/status report noting progress toward goals and future activities one (1) week prior to the closest NFCPM Board meeting .

4. EVALUATION OF EFFECTIVENESS OF THE COMMITTEE: The NFPC shall establish measurable goals at the beginning of every year. At least once a year or as frequently as required, the NFPC shall perform a self-examination to ascertain if the established goals are being met. The NFPC shall also seek feedback from the NFCPM Board and chapter members in order to determine the value that the members are deriving from the NFPC.

APPENDIX 3

Committee Charter of the Communications Committee of the North Florida Certified Public Managers Alumni Association

1. PURPOSE OF THE COMMITTEE: The purpose of the NFCCPM Communications Committee (NFCC) shall be to facilitate the Chapter messages and information distribution through the FSCPM and NFCCPM Chapter Website and Chapter Newsletter. Activities should include:

- Soliciting announcements and updates for the Website from the NFCCPM Board and membership.
- Coordinating updates to the FSCPM Website for the NFCCPM Chapter Link with the State Communications Committee chairperson and NFCCPM Facebook page.
- Exploring and identifying continuing opportunities to expand membership communication through the use of emerging technology mediums.

2. COMPOSITION OF THE COMMITTEE:

The NFCC shall be comprised of the chairperson and three other members including the Secretary. Additional members may be added as deemed necessary by the Chair. Members shall be appointed to serve a period of one calendar year, and may be reappointed during subsequent years. Members may be appointed to this committee at any time during the year as deemed appropriate by the President and Board. It is the responsibility of the committee chair to recruit volunteers for the committee. If there is no chair or if the chair needs assistance in recruiting volunteers, the chair or NFCCPM President can request assistance from the officer designated to be responsible for nominations.

3. MEETINGS & PROCEDURES OF THE COMMITTEE: The NFCC shall meet (conference call is considered a meeting) at least two (2) times annually or more frequently as circumstances require and as requested by the chairperson. Meeting times and sites/mode will be announced to the committee members by the chairperson. The committee will take minutes during their meetings and the committee chair will submit them to the Board Secretary to be included as the committee report for the NFCCPM Board meeting following the committee meeting. The committee chair will submit a committee update/status report noting progress toward goals and future activities one (1) week prior to the closest NFCCPM Board meeting

4. EVALUATION OF EFFECTIVENESS OF THE COMMITTEE: The NFCC shall establish measurable goals at the beginning of every year. These goals represent improvements in the website and newsletters. At least once a year or as frequently as required, the NFCC shall perform a self-examination to ascertain if the established goals are being met. The NFCC shall also seek feedback from the NFCCPM Board and chapter members in order to determine the value that the members are deriving from the NFCC.

APPENDIX 4

Committee Charter of the Community Service Committee of the North Florida Certified Public Managers Alumni Association

1. PURPOSE OF THE COMMITTEE: The purpose of the NFCPM Community Service Committee (NFCCC) shall be to facilitate community service projects on a monthly basis. Activities should include:

- Identifying community service opportunities at a minimum on a quarterly basis; informing chapter members of the community service opportunities available; and soliciting participation for each opportunity.
- Developing announcements and updates for the NFCPM Website, newsletter and Facebook page.
- Tracking participation by chapter members so they can be recognized at chapter meetings.

2. COMPOSITION OF THE COMMITTEE: The NFCCC shall be comprised of the chairperson and three other members. Additional members may be added as deemed necessary by the Chair. Members shall be appointed to serve a period of one calendar year, and may be reappointed during subsequent years. Members may be appointed to this committee at any time during the year as deemed appropriate by the President and Board. It is the responsibility of the committee chair to recruit volunteers for the committee. If there is no chair or if the chair needs assistance in recruiting volunteers, the chair or NFCPM President can request assistance from the officer designated to be responsible for nominations.

3. MEETINGS & PROCEDURES OF THE COMMITTEE: The NFCCC shall meet (conference call is considered a meeting) at least two (2) times annually or more frequently as circumstances require and as requested by the chairperson. Meeting times and sites/mode will be announced to the committee members by the chairperson. The committee will take minutes during their meetings and the committee chair will submit them to the Board Secretary to be included as the committee report for the NFCPM Board meeting following the committee meeting. The committee chair will submit a committee update/status report noting progress toward goals and future activities one (1) week prior to the closest NFCPM Board meeting

4. EVALUATION OF EFFECTIVENESS OF THE COMMITTEE: The NFCCC shall establish measurable goals at the beginning of every year. These goals represent improvements in the website and newsletters. At least once a year or as frequently as required, the NFCCC shall perform a self-examination to ascertain if the established goals are being met. The NFCCC shall also seek feedback from the NFCPM Board and chapter members in order to determine the value that the members are deriving from the NFCCC.

APPENDIX 5

Committee Charter of the Fundraising Committee of the North Florida Certified Public Managers Alumni Association

1. PURPOSE OF THE COMMITTEE: The purpose of the NFCPM Fundraising Committee (NFFC) shall be to plan and facilitate fundraising activities on a quarterly basis to supplement the budget of the FSCPM. Activities should include:

- Informing chapter members of the fundraising projects and activities.
- Soliciting participation in fundraising projects.
- Developing announcements and updates for the NFCPM Website, newsletter and Facebook page.

2. COMPOSITION OF THE COMMITTEE: The NFFC shall be comprised of the chairperson and three other members. Additional members may be added as deemed necessary by the Chair. Members shall be appointed to serve a period of one calendar year, and may be reappointed during subsequent years. Members may be appointed to this committee at any time during the year as deemed appropriate by the President and Board. It is the responsibility of the committee chair to recruit volunteers for the committee. If there is no chair or if the chair needs assistance in recruiting volunteers, the chair or NFCPM President can request assistance from the officer designated to be responsible for nominations.

3. MEETINGS & PROCEDURES OF THE COMMITTEE: The NFFC shall meet (conference call is considered a meeting) at least two (2) times annually or more frequently as circumstances require and as requested by the chairperson. Meeting times and sites/mode will be announced to the committee members by the chairperson. The committee will take minutes during their meetings and the committee chair will submit them to the Board Secretary to be included as the committee report for the NFCPM Board meeting following the committee meeting. The committee chair will submit a committee update/status report noting progress toward goals and future activities one (1) week prior to the closest NFCPM Board meeting

4. EVALUATION OF EFFECTIVENESS OF THE COMMITTEE: The NFFC shall establish measurable goals at the beginning of every year. These goals represent improvements in the website and newsletters. At least once a year or as frequently as required, the NFFC shall perform a self-examination to ascertain if the established goals are being met. The NFFC shall also seek feedback from the NFCPM Board and chapter members in order to determine the value that the members are deriving from the NFFC.

APPENDIX 6

Committee Charter of the Level VIII Committee of the North Florida Certified Public Managers Alumni Association

1. PURPOSE OF THE COMMITTEE: The purpose of the Level VIII Graduation Committee (LGC) shall be to:

- Work closely with the Florida Center for Public Management (FCPM) in planning Level VIII graduation and events.
- Organize and assure coverage for all NFCPM sponsored Level VIII CPM activities and the Level VIII graduation reception. This includes encouraging new graduates to become NFCPM members, conducting drawings (e.g., 50/50, giveaways, etc.), tracking all expenses and receipts, and collecting all monies and required forms from activities and membership dues. A complete accounting summary and all funds/forms collected should be turned into the NFCPM Treasurer within 7 days after graduation.

2. COMPOSITION OF THE COMMITTEE: The LGC shall be comprised of a chairperson and three (3) or more chapter members. Members shall be appointed to serve a period of one calendar year, and may be reappointed during subsequent years. Members may be appointed to this committee at any time during the year as deemed appropriate by the President and Board. It is the responsibility of the committee chair to recruit volunteers for the committee. If there is no chair or if the chair needs assistance in recruiting volunteers, the chair or NFCPM President can request assistance from the officer designated to be responsible for nominations.

3. MEETINGS & PROCEDURES OF THE COMMITTEE: The Chairperson shall coordinate the event activities and organize committee members' participation. The committee chair will submit a committee update/status report to the NFCPM Board noting progress toward goals and future activities as applicable.

4. EVALUATION OF EFFECTIVENESS OF THE COMMITTEE: The LGC shall establish measurable goals at the beginning of every year. These goals represent improvements in Level VIII graduation receptions, new memberships, and graduation merchandise sales. At least once a year or as frequently as required, the LGC shall perform self-examinations to ascertain if the established goals are being met. The LGC shall also seek feedback from the NFCPM chapter members in order to determine the value that the members are deriving from the LGC.