

CHANNEL ISLANDS PUBLIC MANAGEMENT ASSOCIATION – HUMAN RESOURCES CHAPTER BYLAWS

ARTICLE I – Name and Geographic Area

Section 1 – This chapter shall be known as the “Channel Islands Chapter of the International Public Management Association – Human Resources -United States”.

Section 2 – The geographical area covered by this chapter shall be the following: Counties of Ventura, Santa Barbara and San Luis Obispo, California.

ARTICLE II – Objectives

The objectives of this chapter shall be as follows:

1. to provide a forum for persons engaged in public human resources administration to discuss their current challenges and to provide a medium for their training and mutual self-improvement;
2. to implement the objectives and programs of the International Personnel Management Association-United States within the chapter area;
3. to explain and interpret the objectives and methods of human resources administration to the general public, civic groups, government officials and employees; and
4. to encourage and facilitate cooperative action among public jurisdictions within the chapter area on human resources problems of mutual concern.

ARTICLE III – Chapter Membership

Section 1 – Membership in the chapter shall be open to any person within the chapter area who is a member of the International Public Management Association – Human Resources. Chapter membership with no International Public Management Association – Human Resources privileges also shall be available to any person who is not a member of the International Public Management Association – Human Resources, but who is in support of the objectives and programs of this chapter and of the International Public Management Association – Human Resources.

Section 2 – The Board of Directors of the chapter shall establish the annual dues for chapter membership.

ARTICLE IV – Chapter Officers and Board of Directors

Section 1 – The officers of this chapter shall consist of a President, a Vice-President, a Past President, a Secretary, a Treasurer, a Communications Officer, and a Membership Officer.

Section 2 – The management of the chapter's affairs and the development and guidance of its program of activities shall be the responsibility of the Board of Directors of the Chapter. The Board shall have nine members, consisting of the seven chapter officers, together with two additional board members elected from the chapter membership. The initial board shall consist of three members at large, one of which shall vacate to become the office of Past President effective July 1, 2003. The term of office of the initial chapter officers and other members of the board shall be for the period August 15, 2002 through June 30, 2003, or until their successors have been elected and installed. Thereafter, chapter officers and board members shall serve a one-year term beginning on July 1.

Section 3 – At least thirty days prior to the expiration of the terms of the officers and other members of the Board, the President shall appoint a nominating committee from the board membership. This committee shall present to the general membership its nomination of the chapter officers and board members. The report of the nominating committee shall be voted on by the chapter membership at the annual election and at that time additional nominations may be submitted from the floor.

Section 4 – All members of the chapter shall have a voice in the affairs of the chapter. On matters calling for a decision by the chapter membership, voting shall be by voice or by ballot as the members may determine.

ARTICLE V – Duties of Officers and the Board of Directors

Section 1 – The president shall preside at all meetings of the chapter and the Board of Directors. The President shall appoint the nominating committee, together with such other committees as the Board may deem necessary or appropriate for carrying on the activities of the chapter.

Section 2 – In the absence of the President, or by the President's temporary incapacity to serve, the Vice-President shall exercise the functions covered in Section 1 of this article.

Section 3 – The Secretary shall be responsible for keeping the membership records of the chapter, for notifying members of chapter meetings, and for submitting an annual report of the chapter's activities to the International Public Management Association – Human Resources-United States containing a summary of chapter activities, new officers, and a financial report.

Section 4 – The Treasurer shall be responsible for the receipt, custody and disbursement of chapter funds, subject to the control and review of the

Board. The Treasurer shall prepare and submit to the members an annual financial report, and shall submit such other reports to the Board as the Board may require. The President annually shall appoint an auditing committee of three members to audit the Treasurer's account, and the report of this committee shall accompany the Treasurer's annual financial report.

Section 5 – The Communications Officers shall be responsible for the newsletter and website of the chapter. The Communications Officer shall publish and provide a newsletter in the frequency determined by the Board. The Communications Officer shall ensure the updating of the website with Chapter information including officers, members, newsletters, events, and other relevant information to the membership.

Section 6 – The Membership Officer shall be responsible for membership roster of the chapter. The Membership Officer shall update and maintain the chapter membership roster, and provide the roster to members annually and ensure posting on the chapter website. The Membership Officer shall recruit new members and recommend ways to retain existing members.

Section 7 – The Board of Directors shall meet at the call of the President, such meetings to be held at least annually. Board meetings shall be for the purpose of reviewing the activities of the chapter, developing plans for future activities, and for considering other matters brought to the attention of the Board by the chapter officers or by the chapter membership.

Section 8– If any of the chapter officers should resign or be unable to discharge the duties of their office and if the un-expired portion of the term is 90 days or more, the Board of Directors shall call a special election. If the un-expired portion of the term is less than 90 days the Board of Directors shall designate one of the Board members to discharge the duties of the office until the next regular election is held.

ARTICLE VI – Chapter Meetings

Section 1 – Six (6) regular meetings of the chapter shall be held annually. The President sets the time and place of chapter meetings, and the Secretary shall notify the members.

Section 2 – At any meeting held for the purpose of transacting chapter business, a quorum shall consist of at least four members of the chapter.

Section 3 – Except as herein provided, “Roberts’ Rules of Order” shall govern the proceedings of the chapter.

ARTICLE VII – Amendments

Section 1 – Proposed amendments to these bylaws may be initiated by action of the Board of Directors or upon written petition signed by at least ten

members of the chapter. Amendments initiated by petition shall be addressed to the President for submission to the chapter membership.

Section 2 – Proposed amendments shall be transmitted by the Secretary to the chapter members in writing at least thirty days in advance of the date on which they are to be voted on by the members. In the case of proposed amendments initiated by petition, the text of the amendment may be accompanied by the recommendation of the Board of Directors.

Section 3 – Before any amendment to these bylaws is formally presented to the chapter membership for consideration, the Secretary shall submit the proposed amendment or amendments to the Secretariat of the International Public Management Association – Human Resources -United States with a request that the proposed bylaw change be reviewed for conformity with policies of the International Public Management Association – Human Resources - United States as established by the Executive Council. No action on these proposed amendments will be taken until the chapter has received a response to a request for review.

Section 4 – Any amendments to these bylaws deemed by the Executive Council to be in conflict with the objectives or policies of the International Public Management Association – Human Resources - United States shall be referred back to the chapter membership.

ARTICLE VIII – Chapter Liabilities

The International Public Management Association – Human Resources - United States is not responsible for any liabilities this chapter might incur.

ARTICLE IX – Effective Date

These bylaws shall become effective upon approval by the Executive Council of the International Public Management Association – Human Resources -United States.