

**INTERNATIONAL PUBLIC MANAGEMENT  
ASSOCIATION FOR HUMAN RESOURCES  
WEST VIRGINIA CHAPTER BYLAWS**

**ARTICLE I**

Name and Geographical Area

- Section 1 This chapter shall be known as the “West Virginia Chapter of the International Public Management Association for Human Resources (hereinafter referred to as the “Chapter”).”
- Section 2 The geographic area covered by this Chapter shall be the State of West Virginia.
- Section 3 The Chapter is a component of the Eastern Region, International Public Management Association for Human Resources (hereinafter referred to as the “Eastern Region”). The Eastern Region consists of: Connecticut; Delaware; Maine; Maryland; Massachusetts; New Hampshire; New Jersey; New York; Pennsylvania; Puerto Rico; Rhode Island; Vermont; Virgin Islands; and West Virginia.
- Section 4 The Chapter and Eastern Region are components of the International Public Management Association for Human Resources, United States (hereinafter referred to as “IPMA-HR”).

**ARTICLE II**

Objectives

The objectives of the Chapter shall be as follows:

1. To provide a forum for persons engaged in or affiliated with public human resource administration to discuss their current issues and to provide a medium for mutual self-improvement.
2. To implement the objectives and programs of IPMA-HR within the Chapter area through providing continuity of approach to issues and by assisting in planning the IPMA-HR program.
3. To explain and interpret the objectives and methods of public human resource administration to the general public, civic groups, public officials and public employees.
4. To encourage and facilitate cooperative action among public jurisdictions and private employers within the Chapter area on human resource issues of mutual interest.

**ARTICLE III**      Chapter Membership

- Section 1    Membership in the Chapter shall be open to any person in the Chapter area who is in support of the objectives and programs of this Chapter and of IPMA-HR whether or not they are an individual or affiliate member of IPMA-HR.
- Section 2    Upon nomination by the Board of Directors of the Chapter (hereinafter referred to as the Board) and a majority vote of members present at a Chapter meeting, an individual may be selected for lifetime membership. However, lifetime membership shall be limited to fifteen (15) living members, of which not more than three (3) shall be awarded in any one Chapter year. Each lifetime member shall have full voting rights and other privileges of Chapter membership.
- Section 3    The annual dues for Chapter membership shall be established by the Board. Any change in Chapter dues shall require the approval of three-fourths of the voting members present at a Chapter meeting. Chapter members who become more than twelve (12) months in arrears in their chapter dues are considered not to be in good standing and may, at the discretion of the Board, be suspended from Chapter membership.

**ARTICLE IV**      Chapter Officers and Board

- Section 1    The officers of the Chapter shall consist of the President, Past President, President-Elect, Secretary and Treasurer. Eligibility for nomination, election and continuation in office of the Chapter shall be limited to persons who are members in good standing of the Chapter. The President and President-Elect shall be members of IPMA-HR and shall seek reimbursement of dues from their employer. If the employer does not provide such reimbursement for IPMA-HR dues, the Chapter shall pay the dues based on the availability of funds and approval of the Board.
- Section 2    The management of the Chapter's affairs and the development and guidance of the program of activities shall be the responsibility of the Board. The Board shall have eight (8) members consisting of the officers named herein and three (3) additional members elected at large. Any Chapter member who serves on the IPMA-HR Executive Council and/or serves as an Eastern Region officer or board member shall be a non-voting ex-officio member. The term of office for the Chapter officers and other members shall be for a one-year period beginning on July 1.

Section 3 All members of the Chapter in good standing shall have a voice and a vote 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. Voting privilege is limited to members in good standing present at a Chapter meeting. Membership is established by the payment of annual dues. The Treasurer and Secretary shall certify those present who are entitled to vote.

## **ARTICLE V**

### Duties of the Officers and the Board

Section 1 The President shall preside at all meetings of the Chapter and of the Board and shall oversee the preparation of an annual budget. The President shall appoint the standing committees as outlined herein; together with such other committees as may be necessary or appropriate for carrying on the activities of the Chapter.

Section 2 The Past President of the Chapter shall serve a one-year term as the officer second in rank to the Chapter's President. The Past President shall serve as an officer of the Chapter for corporate legal purposes, oversee preparation of the annual report for the past chapter year and perform specific assignments delegated by the President.

Section 3 In the President's absence or temporary incapacity to serve, the President-Elect shall exercise the functions covered in Section 1 of this Article.

Section 4 The Secretary shall be responsible for the records of the Chapter, notifying members of Chapter meetings and submitting an annual report which contains a summary of Chapter activities, new officers and a financial report to IPMA-HR.

Section 5 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; prepare and submit to the Board an annual budget; maintain Chapter membership records; establish a system for billing members including a reminder notice; issue Chapter membership cards; and shall submit such other reports to the Board as the Board may require. At each Chapter meeting and no less than once per quarter, a summary of the financial standing of the Chapter account and conference account shall be provided to the membership present at a Chapter meeting. Additionally, a quarterly check register listing shall be available, on request, to Chapter members.

Section 6 The Board shall meet at the call of the President; such meetings to be held at least quarterly. Board meetings shall be for the purpose of reviewing 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 7 If any of the Chapter officers or Board members resign or are unable to discharge the duties of the office, and if the unexpired portion of the term is ninety (90) days or more, the Board shall call a special election. If a Chapter officer resigns and the unexpired portion of the term is less than ninety (90) days, the Board 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 The Chapter year shall be from July 1 to June 30. Regular meetings of the Chapter shall be held at least quarterly or otherwise as deemed appropriate by the Board. Meetings of the Chapter are not normally scheduled during the months of July and August, however, a Board meeting shall be conducted during one of these months.

Section 2 At any meeting held for the purpose of transacting Chapter business, a quorum shall be a simple majority of the voting members present.

Section 3 Except as provided herein, Robert's "Rules of Order" shall govern the proceedings of the Chapter. By a vote of two-thirds of the voting members present at a Chapter meeting, these bylaws may be suspended.

**ARTICLE VII**      Amendments

Section 1 Proposed amendments to these bylaws may be initiated by action of the Board or upon written petition signed by at least ten (10) members in good standing of the Chapter. Amendments initiated by petition shall be addressed to the President for submission to the Chapter membership.

Section 2 Before any amendment(s) to these bylaws are formally presented to the Chapter membership for consideration, the Secretary shall submit the proposed amendment(s) to the Secretariat of IPMA-HR as established by the Executive Council. No action of the proposed amendment(s) will be taken until a response to a request for review has been received by the Chapter.

Section 3 Proposed amendments shall be transmitted by the Secretary to the members in writing at least thirty (30) days in advance of the date on which they are to be voted upon by the members. In the case of the proposed amendment(s) being initiated by petition, the text of the amendment(s) may be accompanied by the recommendation of the Board.

Section 4 Whenever the bylaws are amended, the Secretary shall, as soon as possible, provide the Secretariat of IPMA-HR with six copies of the bylaws as amended. Any conflict with the objectives or policies of IPMA-HR shall be referred back to the Board and membership for reconsideration.

**ARTICLE VIII**    Standing Committees

The President shall appoint the following standing committees:

- 1 Newsletter/Publicity: The chairperson of this committee shall be responsible for the composition, publication and distribution of the Chapter's newsletter. The committee shall prepare other items such as news releases, informational flyers, etc., to assist with the dissemination of information about Chapter activities.
- 2 Program: The program committee chaired by the President-Elect shall be responsible for scheduling speakers for Chapter meetings. The Chapter will be responsible for the luncheon fee for the speakers.
- 3 Membership: The membership committee shall be responsible for recruiting new members; greeting members at Chapter meetings; contacting members about renewal of membership; and organizing activities to promote membership.
- 4 Social: The social committee shall be responsible for organizing social activities as requested by the President and/or the Board and conducting activities which will promote fellowship among Chapter members.
- 5 Nominating: At least ninety (90) days prior to the expiration of the terms of the officers and at-large members of the Board, the President shall appoint a nominating committee of three members; one of whom will be the President-Elect, who shall serve as chairperson of the committee. The chairperson of the committee shall present to the membership a slate of nominations for the Chapter officers and Board members at least sixty (60) days prior to the election. The slate as presented by the nominating committee and any nominations from the floor shall be voted on by Chapter members in good standing at the annual election, at least thirty (30) days prior to the beginning of the new Chapter year.

When a special election becomes necessary as provided in Article V Section 7, the chairperson of the nominating committee shall present to the membership a slate of nominations for the vacant position(s) at least three (3) working days prior to the election. The slate as presented by the nominating committee and any nominations from the floor shall be voted on by Chapter members in good standing at the next regularly-scheduled Chapter meeting.

- 6 Audit: Prior to June 30<sup>th</sup> of each calendar year, the President shall appoint an audit committee of three (3) members to audit the Treasurer's annual financial report prior to submission of the report to the Board. The audit committee shall complete the audit by September 1 of the same year.

**ARTICLE IX**      Training and Development Conference

- Section 1    The President in consultation with the President-Elect and with the advice of the Board shall appoint a Conference Coordinator and a Conference Planning Committee in the Chapter year prior to the Chapter year in which a Training and Development Conference (hereinafter referred to as the “Conference”) is planned. Neither the President nor President-Elect shall serve as Conference Coordinator while holding the office of President, Past-President or President-Elect. The Conference Coordinator shall be responsible to the President and the Board; however, only a majority vote of the Board may overrule the Conference Coordinator on details of the Conference. The Conference Planning Committee shall function at the direction of the Conference Coordinator.
- Section 2    The Board may agree to co-sponsor the Conference with other professional associations or agencies of local, State or federal government.
- Section 3    The Chapter Treasurer shall serve as the Conference Financial Agent. The Conference Coordinator shall prepare a Conference budget to. The proposed budget shall be presented to and approved by the Board within sixty (60) days following the beginning of the Chapter year. The Conference Financial Agent shall submit a conference financial report to the Board no later than ninety (90) days after the conclusion of the Conference, with a final report to be submitted as soon as possible. The Chapter account shall receive twenty percent (20%) of any profit generated from the Conference with the remaining eighty percent (80%) being allocated to the Conference account.

**ARTICLE X**      Eastern Region Training and Development Conference

- Section 1    The Board may prepare a bid and tentative operating budget for the hosting of the Eastern Region Training and Development Conference. Upon approval of the Board and at least a year and a half prior to the tentative dates of the Eastern Region Conference, the President shall present the bid and tentative budget to the Chapter membership. Before a formal bid is made to the Eastern Region Board of Directors, a simple majority of the members in good standing present at a Chapter meeting must approve the Chapter’s bid for the Eastern Region Conference. The notice of such a Chapter meeting including the bid and tentative budget shall be forwarded to the Chapter membership no less than thirty (30) days prior to the meeting at which the decision will be made.

Section 2 The President of the Chapter, at the time the bid is made to and accepted by the Eastern Region Board of Directors, shall appoint an Eastern Region Conference Coordinator who shall be responsible for the planning of the Eastern Region Conference; shall report regularly to the Board concerning Eastern Region Conference preparation; and, shall be the liaison to the Eastern Region Board of Directors and Eastern Region Program Chairperson.

Section 3 The Chapter Treasurer shall serve as the Conference Financial Agent for the Eastern Region Conference and shall prepare, with the Eastern Region Conference Coordinator, a proposed budget to be submitted to the Eastern Region Board of Directors at a time specified by the Eastern Region Board of Directors. After the conclusion of the Eastern Region Conference, a financial report shall be provided to the Eastern Region Board of Directors at such time as it is requested. A final report shall be prepared when all accounts have been closed.

## **ARTICLE XI**      Finances

Section 1 The President is authorized to spend up to \$500 in any Chapter year for necessary expenses without prior approval of the Board or the membership. The President shall provide receipts to the Treasurer for all such expenditures. Such expenditures shall be itemized in the Treasurer's report and are subject to audit review. It is the responsibility of the Board to assure that in any Chapter year, the President does not spend in excess of the amount stated herein.

Section 2 The Board is authorized to spend up to \$750 in any Chapter year for necessary expenses without the approval of the Chapter membership. Such expenditures shall be itemized in the Treasurer's report and are subject to audit review. It is the responsibility of the Treasurer to maintain receipts for all Board expenditures and ensure that the Board does not exceed the amount stated herein.

Section 3 By approval of three-fourths of the voting members present at a Chapter meeting, funds may be transferred from the Conference Account to the Chapter Account.

Section 4 By approval of the majority of the voting members present at a Chapter meeting, and as funds are available, Chapter funds may be allocated for sponsorships and scholarships.

Section 5 In the year-end financial report which shall be provided to the Chapter membership no later than the first meeting of the new Chapter year after September 1, all of the above expenditures shall be itemized for review of the membership.

**ARTICLE XII**     Chapter Liability

IPMA-HR is not responsible for any liabilities which the Chapter might incur.

**ARTICLE XIII**   Effective Date

These bylaws shall become effective upon approval by the Executive Council of IPMA-HR and affirmation of Chapter members in good standing voting at the meeting where the bylaws are presented for amendment.

Adopted 1974  
Revised: 4/2006