

Oregon Chapter of the International Public Management Association - HR

Chapter Bylaws

ARTICLE I -- Name and Geographic Area

Section 1 - This chapter shall be known as the "Oregon Chapter of the International Public Management Association- HR -United States."

Section 2 - The geographical area covered by this chapter shall be the following: the entire state of Oregon and Clark County, Washington.

ARTICLE II -- Objectives

The objectives of this chapter shall be as follows:

1. To provide a forum for persons engaged in public personnel administration to discuss their current problems and to provide a medium for their mutual self-improvement;
2. To implement the objectives and program of the International Public Management Association- HR- United States within the chapter area;
3. To explain and interpret the objectives and methods of personnel administration to the general public, civic groups, government officials and employees; and
4. To encourage and facilitate cooperative action among public jurisdictions and private employers within the chapter area on personnel 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 - HR. Chapter membership, with no International Public Management Association – HR privileges, also shall be available to any person who is not a member of the International Public Management Association – HR but who is in support of the objectives and programs of this chapter and of the International Public Management Association - HR.

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 and a Treasurer.

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 minimum of seven members, consisting of the five chapter officers, together with at least two additional Board members elected from the chapter membership. The term of office of chapter officers and other members of the Board shall be for one year beginning on July 1, or until their successors have been elected and installed.

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 of their

members. This committee shall present to the 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 or it

the vote may be conducted electronically-

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 paper or electronic ballot as the Board members may determine appropriate.

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 minutes of the Board meetings. The Secretary or someone assigned by the Board shall be responsible for maintaining 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 - HR 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 Board and make available to 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 accounts, and the report of this committee shall accompany the Treasurer's annual financial report.

Section 5 - 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 of the chapter officers or by the chapter membership.

Section 6 - If any of the chapter officers should resign or be unable to discharge the duties of their office and if the unexpired portion of the term is 90 days or more, the Board of Directors shall call a special election. If the unexpired 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 Conflicts of Interest

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Adopted: July 2000
Revised: 2004, 1/2012

Whenever a Board Officer has a financial or personal interest in any matter coming before the Board, the affected person shall a) fully disclose the nature of the interest and b) withdraw from discussion, lobbying, and voting on the matter. Any transaction or vote involving a potential conflict of interest shall be approved only when a majority of disinterested Board members determine that it is in the best interest of the Chapter to do so. The minutes of meetings at which such votes are taken shall record such disclosure, abstention and rationale for approval.

ARTICLE VI -- Chapter Meetings

Section 1 - Four (4) regular meetings of the chapter shall be held annually. The President sets the time and place of chapter meetings, and the Secretary or designee shall notify the members.

Section 2 - At any meeting held for the purpose of transacting chapter business, a quorum shall consist of at least 30% of the members of the chapter.

Section 3 - Except as herein provided, "Roberts' Rules of Order" shall govern the proceedings of the chapter.

ARTICLE VII – Chapter Dues

Chapter dues shall be set by the Board with consideration for attracting and retaining membership and maintaining the financial stability of the Chapter. Chapter dues are \$35.00 per calendar year for all regular members and \$15.00 per year for students actively enrolled in a college or university setting. An increase- A change in dues may be made by a quorum of the Board with any changes being effective prospectively at the beginning of the ensuing fiscal year.

ARTICLE VIII -- 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 members in writing or electronically 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 amendments to these bylaws are 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 - HR United States with a request that the proposed bylaw change(s) be reviewed for conformity with policies of the International Public Management Association

- HR-United States as established by the Executive Council. No action on these proposed amendments will be taken until a response to a request for review has been received by the chapter.

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 - HR-United States shall be referred back to the chapter membership.

ARTICLE IX – Dissolution

Should the Chapter dissolve and there are remaining funds and/or assets those will be turned over to the National IPMA HR organization as they deem appropriate.

ARTICLES IX -- Chapter Liabilities

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

ARTICLE X -- Effective Date

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