

Bylaws
Albany-Capital Region Chapter of the
International Public Management Association for Human Resources

Article 1 – Name and Geographic Area

Section 1 – This Chapter shall be known as the "Albany-Capital Region Chapter of the International Public Management Association for Human Resources".

Section 2 – The geographic area covered by this Chapter shall be the following: Albany, Columbia, Greene, Rensselaer, Saratoga, and Schenectady counties in the State of New York.

Article 2 – Chapter Objectives

The objectives of this Chapter shall be as follows:

1. to provide a forum for persons engaged in public personnel administration to discuss relevant issues and concerns and to provide a medium for gaining knowledge and competencies;
2. to implement the objectives and program of the International Public Management Association for Human Resources 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 issues of common concern.

Article 3 – 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. Chapter membership for persons with no International Public Management Association for Human Resources privileges shall also be available to any person who is in support of the objectives and programs of this Chapter and the International Public Management Association. Membership in the International Public Management Association for Human Resources, although encouraged, is not required to become a member of this Chapter.

Section 2 – The annual dues for the Chapter membership shall be established by the Board of Directors of the Chapter. Dues must be paid in full to the Treasurer by October 15 of each year for members to be considered in good standing.

Article 4 – Chapter Officers and Board of Directors

Section 1 – The Officers of this Chapter shall consist of a President, a President-elect, a Past President, a Secretary and a Treasurer, all of whom must be members in good standing.

Section 2 – The Board of Directors of the Chapter is responsible for the management of the Chapter's affairs and the development and guidance of the programs and activities. The Board of Directors shall have eight (8) members, all in good standing, consisting of the five (5) Chapter officers and three (3) members elected from the membership at large. The term of the 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 30 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 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 in good standing 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 5 – Duties of the Officers and the Board of Directors

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

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

Section 3 – The Secretary shall be responsible for keeping the membership records for the Chapter; for notifying members of Chapter meetings; and for submitting an annual report of the Chapter activities to the International Public Management Association for 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 to the Board any other reports as may be required. Annually, the President shall appoint an independent auditor or an auditing committee of three (3) 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 least annually at the call of the President. Board meetings shall be for the purpose of reviewing the Chapter activities; developing future Chapter activities; and for considering any other matters brought to the attention of the President by the membership.

Section 6 – At any meeting of the Board of Directors held for the purpose of transacting Chapter business, a quorum shall consist of at least five Board members.

Section 7 – Upon resignation of any Chapter officer prior to 90 calendar days before the expiration of their term, the Board of Directors shall call for a special election. If the remaining portion of the term is less than 90 calendar days, the President shall appoint a Board member to fulfill the duties of the office. Should an Officer become unable to discharge his/her duties, the same procedures will be applied.

Article 6 – Chapter Meetings

Section 1 – Four (4) regular meetings of the Chapter will be held annually. The President will determine the time and place of the 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 15% of the members of the Chapter.

Section 3 – Except as herein provided, "Roberts' Rules of Order" shall govern the proceedings of this Chapter.

Article 7 – 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 five (5) members of the Chapter. Amendments initiated by petition shall be addressed to the Chapter President for submission to the Chapter membership.

Section 2 – Proposed amendments shall be transmitted by the Secretary to the members 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 membership for consideration, the Secretary shall submit the proposed amendment or amendments to the Secretariat of the International Public Management Association for Human Resources with a request that the proposed bylaw change(s) be reviewed for conformity with the policies of the International Public Management Association for Human Resources 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 for Human Resources shall be referred back to the Chapter membership.

Section 5 – These bylaws may be amended by a majority of the voting members of the Chapter.

Article 8 – Chapter Liabilities

The International Public Management Association for Human Resources is not responsible for any liabilities this Chapter might incur.

Article 9 – Effective Date

These bylaws shall become effective upon approval by the Executive Council of the International Public Management Association for Human Resources.