



*Solutions for* **Public HR Excellence**

# Chapter Handbook

*Updated July 2009*

(Please visit our web site at [www.ipma-hr.org](http://www.ipma-hr.org) periodically for updates.)

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*As of July 2009*

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## EXECUTIVE SUMMARY

### OVERVIEW

Local IPMA-HR Chapters have long played an important role in the growth and development of human resources management and remain one of the most significant components of organizational strength in IPMA-HR. The *Chapter Handbook* is available to anyone interested in starting a local IPMA-HR Chapter. The *Handbook* covers all the details associated with forming and maintaining an IPMA-HR Chapter.

### IPMA-HR PRACTICE ON LOCAL CHAPTERS

The following practice has been followed by the Executive Council of the International Public Management Association for Human Resources for the information and guidance of IPMA-HR members.

“It shall be the practice of the International Public Management Association for Human Resources to encourage the organization of the local Chapters whenever the stated objectives of the Association will be advanced thereby. The Association is primarily an organization of agencies, individuals, and affiliate members, and a grant of authority to organize Chapters shall not affect the direct relationship existing between the Association and its members. Chapters shall have the right to undertake a program of activity for the benefit of Chapter members, but any such program shall always be in harmony with the program and activities of the Association.”

### CHAPTER ORGANIZATION

***Advantages in Establishing a Local IPMA-HR Chapter*** – Outlines the benefits associated with establishing and maintaining an IPMA-HR Chapter. The benefits listed include professional assistance in keeping members in touch with local HR trends, allowing the local HR community to add to their professional growth; a medium for contact and communication; providing resources; and a link to the activities of IPMA-HR National.

***How to Establish an IPMA-HR Chapter*** – Summarizes who is eligible to form a Chapter; initial set up of the officers, Chapter boundaries and geographic area; drafting bylaws; how to submit a letter of application to become a Chapter; formal recognition and Chapter charter; and contracts and liability issues concerning IPMA-HR National.

***Internal Chapter Structure*** – Covers in detail the role of the elected Chapter officers and their duties. The offices outlined include President, President-Elect, Vice President, Past President, Secretary, Treasurer, and other members of the Board of Directors.

***Services Provided by IPMA-HR*** - Outlines additional services IPMA-HR provides to Chapters both when forming a Chapter and thereafter. Those services include bylaws/amendments, annual

Leadership Conference, Chapter news, association Listserv, national member information, web updates, Chapter liability insurance, central records keeping, IPMA-HR Speakers Bureau, and meeting supplies.

**Regional Structure** – Outlines IPMA-HR’s four Regions – Eastern, Central, Southern and Western. Also included in this section are details on the regional conferences and other regional activities affecting local Chapters. See page 18 for a complete list of states in each IPMA-HR region.

**Revocation and Dissolution of Chapter Charter** – The IPMA-HR Executive Council may, at its discretion, suspend or revoke the charter of any Chapter at any time if the Chapter fails to meet the conditions outlined in the Chapter requirements. All requirements are outlined in the *Handbook* and updates are provided to Chapter Presidents as they are amended.

## CHAPTER OPERATIONS

**Meetings** – Describes what is expected of Chapter meetings. At the start of each Chapter year (July 1), the President appoints a program committee to create a plan for the Chapter’s meetings subject to review and approval of the Chapter’s Board of Directors.

**Business Meetings** – States that the Chapter President shall preside at all Chapter business meetings; if the President is unable to attend, the President-Elect should assume the role of chair. This section also covers important factors to ensure the success of a business meeting such as proper preparation of an agenda.

**The Program Meeting** - The primary purpose for arranging a program meeting is to inform and educate the members. The *Handbook* suggests that topics for this meeting should take into account such factors as professional needs, chapter finances, and other issues relevant to the membership. A program meeting should consist of a speaker, panel discussion, workshop, etc.

**The Social Meeting** – Summarizes the purpose of Social Meetings, which are designed to promote and improve personal relations among Chapter members through personal contact in a relaxed atmosphere. Social meetings provide an excellent opportunity for members to network (one of the main reasons people join a professional association) in an informal setting, and to boost enthusiasm and participation in other Chapter activities.

**Membership** - Covers the most effective methods for recruiting and retaining Chapter members. Those areas outlined in the *Handbook* include:

- Membership Promotions
- Sample IPMA-HR Publications
- Membership Brochures, and
- IPMA-HR Publications Information

**Committees** – Outlines the committee structure to ensure that the defined programs and projects of the Chapter are being efficiently implemented to the benefit of the members of the profession. Also outlined are suggestions for effective committee operation.

**Communications** – Listed in the *Handbook* are the reasons and effectiveness of regular communications to the Chapter membership on any updates, news, or upcoming Chapter events. Outlined in this section are important tools that can be used to keep Chapter members “in touch” with their colleagues and Chapter activities. Among the suggestions are creating a modified version of IPMA-HR logo and letterhead to provide recognition, using IPMA-HR publications as a source for articles, providing information to IPMA-HR National of news and events for coverage in publications such as *HR News Magazine*, and establishing a Chapter newsletter.

**Chapter Finances** - This section provides information and resources for setting up and maintaining the following financial areas:

- Checking/Savings Account
- Cash Receipts/Disbursements
- Financial Records

**Employer Identification Number** - Outlines the steps required to obtain an Employer Identification Number (EIN) from the IRS. This is required to identify the Chapter’s funds and to open or maintain a checking account in the Chapter’s name.

**Tax-Exempt Status** - This section of the *Handbook* outlines the steps Chapters can take to obtain a tax-exempt status. Because individual Chapters are separate autonomous bodies from IPMA-HR National, and because IPMA-HR is not responsible for any liabilities that a Chapter incurs, a Chapter does not automatically receive a tax-exempt status from the IRS. Because IPMA-HR has already obtained a favorable determination letter as to its tax exempt status by adopting purposes similar to those stated in the bylaws of IPMA-HR, Chapters should be in compliance with the organizational requirements for obtaining tax exempt status.

**Liability Insurance** – Covers the purpose and advantages of liability insurance. IPMA-HR National maintains a liability insurance policy for each active Chapter.

***Appendices*** - Included with the Chapter Handbook are several additional resources provided to assist those considering forming a local Chapter. Those items covered in the Appendices include:

- Sample set of Chapter bylaws
- Sample Chapter Charter Request Letter
- Guide to Parliamentary Procedures and Glossary of Terms
- IPMA-HR's Affirmative Action Plan, and
- Sample Chapter Treasurer's Report

## **ABOUT IPMA-HR**

The International Public Management Association for Human Resources (IPMA-HR) is a non-profit, educational organization established for the purposes of fostering and developing sound policies and practices in public human resource management. Primarily a membership organization, the Association provides a program of services to personnel agencies; encourages and coordinates research activities in human resource management; and fosters the career growth of individuals engaged in the human resource field. IPMA-HR was established in January 1973 through the consolidation of the Public Personnel Association, founded in Chicago in 1906, and the Society for Personnel Administration, founded in Washington, DC in 1937.

### **Please use the following information in your marketing and communications materials:**

#### **Mission:**

*To provide human resource leadership and advocacy, professional development, information and services to enhance organizational and individual performance in the public sector.*

#### **Vision:**

To be the leading organization for public human resources.

#### **Purpose & Objectives:**

- to promote excellence through the ongoing development of professional and ethical standards and career development;
- to enhance the image of human resource professionals by recognizing their contributions to the public service;
- to foster fairness and equity by promoting application of merit principles and equal opportunity for all;
- to encourage research and development in human resource management; and
- to promote communication and sharing of information among human resources professionals.

#### **Positioning Statement:**

IPMA-HR – The recognized leader in the delivery of innovative solutions and practical resources for all levels of public sector HR professionals.

#### **Tagline:**

*Solutions for **Public HR Excellence***

#### **Boiler Plate:**

IPMA-HR is a non-profit, membership organization dedicated to providing resources and advocacy for public human resource professionals at all levels. Comprised of four U.S. regions and more than 40 chapters, IPMA-HR represents more than 10,000 individuals and 1,300 agencies in local, state and federal levels of government worldwide. IPMA-HR provides a focus and forum for the discussion and exchange of views and best practices among public sector human resource professionals throughout the United States and abroad.

## **IPMA-HR History**

The International Public Management Association for Human Resources' commitment to improve public human resource management through merit system principles dates back to the presidency of Theodore Roosevelt in 1906.

The first meeting of IPMA-HR's original parent organization, the National Assembly of Civil Service Commissions, took place on May 16-17, 1906, in Washington, DC. Sixty representatives from approximately 20 state and local civil service commissions responded to an invitation from the members of the U.S. Civil Service Commission to discuss problems arising in the enforcement of the civil service laws, to devise methods to meet those problems, and to compare results and past experience. The highlight of the meeting came when the group was invited by President Roosevelt, a former member of the U.S. Civil Service Commission, to meet with him in his office. Roosevelt spoke to the group about the importance of a strong yet flexible civil service system to attain effective business administration of the public service.

Since 1906, the Association has grown in size and stature throughout the world and today is recognized as the professional representative of public human resource managers from all levels of government. The members have significantly reshaped and improved the quality of public human resource management in the past, and with the professional commitment of its members, will continue to pioneer the innovative achievements of the profession in the future.

For a complete history of IPMA-HR please go to [www.ipma-hr.org](http://www.ipma-hr.org) and click on "About" and scroll down to the "History" links.

## **CHAPTER ORGANIZATION**

Local IPMA-HR Chapters have long played an important role in the growth and development of personnel administration and have been one of the most significant components of organizational strength in the International Public Management Association. The purpose of the *Handbook* is to provide guidance to those IPMA-HR members interested in forming a Chapter of the Association, and those who manage a Chapter.

### *ADVANTAGES IN ESTABLISHING A LOCAL IPMA-HR CHAPTER*

Reasons IPMA-HR members should participate in their local Chapters:

1. Chapters assist in keeping members in closer touch with significant trends and developments in their locality.
2. Chapters enable members to add to their professional growth and development by participating in Chapter programs such as meetings, committees, and special studies.
3. Chapters provide a medium for contact and communication within the Chapter area for Human Resource professionals at all levels of government (municipal, county, state, and national).
4. Chapters facilitate the pooling of resources and experience in an effort to overcome common professional problems shared by Chapter members.
5. Chapters bring the purposes and objectives of IPMA-HR closer to the individual and provide a means for continuous program of activity in each locality.
6. Chapters provide a link with IPMA-HR.
7. Chapters provide members with a medium through which they can develop a stronger professional personnel association.

### *HOW TO ESTABLISH AN IPMA-HR CHAPTER*

#### **Who Is Eligible?**

Any group of 5 or more IPMA-HR voting members in the potential Chapter area may petition the Association to organize a local Chapter. Any group of less than five may be granted a provisional charter. The term “member” refers to any combination of five or more individual or covered staff members (CSMs) who are eligible to vote in Association affairs.

#### **Initial Organization**

The most successful way to initially organize a Chapter is to contact as many IPMA-HR members in the area as possible, call a meeting, discuss the idea, and set up a temporary Chapter Organization Committee. The more members that can be brought into the initial phase of Chapter organization, the better the prospects for an active Chapter with substantive programs. To find local area members please contact IPMA-HR’s Membership Department at (703) 549-7100 or email [membership@ipma-hr.org](mailto:membership@ipma-hr.org).

## **Chapter Boundaries**

The geographic area to be served by the prospective Chapter must be delineated. It is more desirable to organize a Chapter that represents a specific geographic area – such as a single city, metropolitan area, or county – rather than an area embracing a substantially larger area, although Chapters may be organized statewide if this is the only feasible way. The major purpose for organizing a Chapter is to provide an opportunity for Chapter members to attend meetings and engage in committee activities. A limited geographic area makes it more feasible for Chapter members to meet without difficulty. Once the organization of any Chapter is approved, and its formal charter executed, its jurisdictional area shall be fixed by the Association’s Executive Council and thereafter no authority shall be granted to any other group of members to organize a Chapter within that area while the original Chapter is in existence.

## **Drafting the Bylaws**

The Chapter Organization Committee must draft a proposed set of Chapter bylaws for submission to the Association’s Executive Council for approval. A sample set of Chapter bylaws is provided (Appendix A).

## **Required Provisions of Chapter Bylaws**

1. Official name of the Chapter shall be in the following form: “(Name of jurisdictional area) Chapter of the International Public Management Association for Human Resources.”
2. Delineation of the Chapter’s proposed jurisdictional area.
3. Statement that the purpose of the Chapter is the advancement of the objective of the Association in the jurisdictional area of the Chapter.
4. Provisions for selecting Chapter officers, including a President, President-Elect, Secretary, and Treasurer, and a definition of responsibilities assigned to each.
5. Provisions for selecting a governing body of the Chapter (Board of Directors), and a statement defining its authority and duties.
6. Method for the annual nomination and election of officers and members of the governing body, and for voting on official matters, as required.
7. Fixing the responsibility for calling regular and special meetings of the Chapter and its governing body.
8. Methods of the receipt and disbursement of Chapter funds, keeping account records, and the auditing thereof.
9. Method for amending the bylaws that allows for Executive Council review of proposed bylaw changes before they are voted on by Chapter members.
10. Statement that IPMA-HR is not responsible for any liability which the Chapter may incur, and
11. Provision that at least four regular meetings shall be held annually, including an annual meeting of the Chapter membership.

## **Permissive Provisions in Chapter Bylaws**

In addition to the foregoing, Chapter bylaws may contain provisions for the following:

1. A schedule for Chapter membership dues, independent of, and in addition to, membership dues in IPMA-HR, and
2. Other matters deemed necessarily appropriate which are consistent with the bylaws or policies of IPMA-HR.

## **Letter of Application**

After the Chapter Organization Committee has agreed on a proposed set of Chapter bylaws, the committee must address a formal letter of application to the IPMA-HR Executive Council, requesting a charter as an official IPMA-HR Chapter. A sample request letter is provided (Appendix B).

## **Formal Recognition**

A Chapter shall not be considered as being organized or its bylaws effective until both the application and proposed bylaws have been approved by the Association's Executive Council. Such approval shall be in the form of a charter to the Chapter, issued by resolution of the Executive Council, signed by the President and the Executive Director of the Association, and bearing the Association's official seal.

## **Contracts and Debts**

No Chapter shall have authority to enter into any contract that imposes any liability on IPMA-HR nor shall a Chapter incur any debt that cannot be met out of the available funds of the Chapter.

## **Chapter Liabilities**

IPMA-HR is not responsible for any liabilities that the Chapter may incur.

## **Additional Information**

The IPMA-HR headquarters in Alexandria, VA will be glad to furnish additional information or assistance in this matter to any local group upon request.

## *INTERNAL CHAPTER STRUCTURING*

### **Chapter Leadership**

The leadership at the Chapter level is provided through the Chapters' elected officers and Board of Directors. It is highly desirable for the President and the President-Elect to advance through the various chairs of office of the Chapter and they should not succeed themselves in office. The Secretary and the Treasurer may be re-elected to their offices. The President and President-Elect (or other board member) both **must** be voting members of IPMA-HR national.

### ***President***

The President of a Chapter is an elected officer who serves a one-year term as the Chapter's chief executive officer. The President:

1. Conducts the business of the Chapter in accordance with the Chapter bylaws and serves as chair of the Board of Directors
2. Presides at all business sessions
3. Appoints all committees, taking into consideration the recommendations of the Board of Directors
4. Serves as the chief spokesperson for the Chapter on all issues pertinent to the profession of public human resource administration and keeps the Board of Directors advised on statements relating to such matters for their information
5. Represents the Chapter and profession among the Chapter's members, the general public, and other professional organizations
6. Maintains contact with the general membership of the Chapter
7. Responsible for ensuring timely submission of Chapter Reporting and Rebate information to Association Headquarters, and
8. Receives, disseminates and responds to, as appropriate, memoranda from Association headquarters concerning Association matters.

### ***President-Elect***

The Chapter's President-Elect is an elected officer who serves a one-year term as the successor to the President. The following year, the President-Elect assumes the role of Chapter President. The President-Elect:

1. Serves as an officer of the Chapter for corporate legal purposes
2. Serves as the acting President of the Chapter for the unexpired portion of the President's term in the event of a vacancy in the presidency
3. Performs specific assignments delegated by the President, and
4. Prepares for the office of President and familiarizes himself/herself with the Chapter's committee structure and begins to develop the composition of the following year's committees so that appointments are made at an early date in order for the various committee charges to be accomplished in a timely and effective manner.

### ***Past President***

The Past President of the Chapter is an elected officer who serves a one-year term as the officer second in rank to the Chapter's President. The Past President:

1. Serves as an officer of the Chapter for corporate legal purposes, and
2. Performs specific assignments delegated by the President.

### ***Secretary***

The Secretary of the Chapter is an elected officer who serves a one-year term as the Chapter's official recording officer. The Secretary:

1. Keeps all Chapter records, reports, membership lists, and minutes of all meetings as the Chapter's official recording officer
2. Maintains close contact with Association headquarters and supplies whatever reports and records may be required, including an annual report of Chapter activities
3. Assists the President of the Chapter in developing meeting agendas
4. Notifies each Chapter member of meetings at least two weeks in advance of the meeting (meeting notice should be complete in detail as to time, place, and purpose of the meeting)
5. Maintains an official book of minutes of all Chapter meetings which can be passed along to future secretaries
6. Serves as the Chapter's official correspondent and in this capacity handles all written communication with the members of the national office, and at other times as may be directed by the President (a file of such correspondence should be established for future reference and passed along to future secretaries)
7. Prepares informational articles regarding recent Chapter activities for inclusion in the Association's monthly newsletter, *IPMA-HR News*
8. Maintains accurate and up-to-date membership records and forwards names and addresses of new Chapter members to Association headquarters quarterly
9. Takes responsibility for membership promotion activity, including communication with Association headquarters, and
10. Keeps the Association headquarters advised of name/address changes of the officers and Board of Directors.

### ***Treasurer***

The Treasurer of the Chapter is an elected officer who serves a one-year term as the Chapter's financial officer. The Treasurer:

1. Executes the financial transactions of the Chapter
2. Collects and deposits membership dues and other income in a commercial bank account at a local bank
3. Maintains accurate records for such deposits in order to be ready at any time to present a report of the Chapter's financial status
4. Prepares financial reports and provides copies for auditing
5. Prepares a year-end financial statement for submission to Association headquarters with the Chapter's annual report
6. Assists in the development of a reasonable budget for the Chapter and monitors expenditures throughout the year
7. Pays all bills approved by the Board of Directors and keeps accurate records of disbursements. A standard precaution is to have all checks co-signed by a member of the Board and to insure the Treasurer of the Chapter is bonded), and
8. Arranges for the annual audit of Chapter financial operations.

### ***Members of the Board of Directors***

The Board of Directors, which includes the officers of the Chapter, consists of members elected by the membership for the purpose of performing those functions and responsibilities that are prescribed in the bylaws of the Chapter. The terms of office for the members of the Board of Directors shall be prescribed in the Chapter's bylaws. The Board of Directors establishes broad objectives and goals for the Chapter, including programs, projects, and budgets, and sees that the affairs of the Chapter are conducted in a fashion which achieves these goals and objectives. The Board of Directors:

1. Conducts the business of the Chapter during the interim between business meetings of the membership
2. Ensures that funds are available to carry out the objectives and purposes of the Chapter
3. Ensures the proper custody and disbursements of available Chapter funds, (board members should require, or secure at their discretion, adequate and sufficient bonds for the protection of the funds and may authorize the Treasurer to pay bills necessary to maintain and support the Chapter's program and projects)
4. Familiarizes themselves with the bylaws of the Chapter, minutes of recent meetings of the Board of Directors, Association headquarters memoranda disseminated by the Chapter President, and other reports and materials as received
5. Strives to attend every meeting of the Board of Directors so as to offer considered judgment on matters presented and to recommend actions considered to be in the best interest of the Chapter (if a board member is unable to attend a meeting of the Board of Directors, his or her views on pertinent subjects to be covered at the meeting should be provided to the President in advance of the meeting), and
6. Recognizes that there is a personal and legal responsibility for each board member for all acts and omissions of the Board of Directors in the discharge of its responsibilities in accordance with the bylaws of the Chapter.

### **Meetings of the Board of Directors**

The Board of Directors shall meet at such time and at such places that it may elect to conduct the necessary business of the Chapter.

### **UNITED MEMBERSHIP/CHAPTER AFFILIATION**

In October 2006, the IPMA-HR Executive Council adopted new chapter affiliation benefits in an effort to better align and strengthen all levels of the Association. Effective July 1, 2007, members of IPMA-HR affiliated chapters that are neither IPMA-HR individual members nor agency covered staff members will become IPMA-HR chapter affiliate members.

## **Background**

In March 2004, the Executive Council voted to establish a united membership structure that would require chapter members to become national members. The Executive Council believed that increasing IPMA-HR membership is a key factor to the continued and future viability of the Association. A Membership Advisory Council (MAC), composed primarily of chapter, region and section leaders, was established to develop an implementation plan. Over the next 2 ½ years, this issue was given careful and deliberative thought and consideration by the Executive Council, the MAC, and the staff.

## **New Benefits**

New IPMA-HR chapter affiliated members will receive the following benefits: the weekly *HR Bulletin*, which was rated as one of the most valued IPMA-HR benefits in a recent membership survey, and the IPMA-HR member rate for all professional development activities.

Those covered as an affiliated chapter member will not be allowed to hold IPMA-HR national office nor will they have voting rights. (Full national membership is required either to hold national office or have the right to vote.)

## **How It Works**

Beginning July 1, 2008 and thereafter, the chapters will be billed \$25 per chapter affiliated member who is neither an IPMA-HR individual member nor an agency covered staff member. As chapters recruit new members, they will submit them to IPMA-HR and a national membership in this new category would be started. Dues will not be prorated. Chapters that provide honorary life memberships would have that category exempt from this requirement. Chapters that do not pay the amount due within 60 days would automatically lose their IPMA-HR charter.

Each IPMA-HR chapter has individually determined how to fund this requirement. The current requirement that chapter presidents and presidents-elect be national members or covered staff members of IPMA-HR agency members will continue. All of these individuals are IPMA-HR leaders and it is important that they maintain full memberships.

The Executive Council and the staff recognize that this represents a change for the chapters. However, it is believed that the minimal cost is more than offset by the benefits that will be provided and that the better alignment of the Association will make IPMA-HR and its component parts stronger and better positioned to grow.

## **SERVICES TO CHAPTERS PROVIDED BY IPMA-HR**

The Association can be of assistance to Chapters in their ongoing activities:

### **Bylaws/Amendments**

The Association approves Chapter bylaws and any amendments made to those bylaws. The primary purpose for this review is to ensure that the objectives and structure of Chapters is in accord with the National Association. Additionally, the Association authorizes Chapter charters and, in those appropriate instances, dissolves a Chapter.

### **Leadership Conference**

IPMA-HR conducts a leadership program for Chapter, Region and Section volunteers annually in the summer (usually late July or early August). Participation in the Leadership Conference is by invitation to two officers designated by a Chapter (usually the president and president-elect) and for the President, President-elect and Executive Council Representatives from the Regions. The Association covers the conference registration fee and up to two nights' lodging expenses for invited attendees only. All other expenses are the responsibility of the chapter sponsor or attendee, including but not limited to travel, meals not included in the conference, incidentals, etc.

### **Leadership Listserv**

In an effort to keep Chapters advised of IPMA-HR activities and facilitate communication between chapters, regions and the national, the Association has established the Leadership Listserv. This listserv will include the local and regional Chapter leadership (the Chapter President and other elected members) as well as key IPMA-HR staff and leadership. Leaders are encouraged to use this medium to share information about upcoming events, consult each other for specific questions relating to Chapter/Region activity, best practices, and keep IPMA-HR informed of any issues or activities.

### **Chapter News Printed in *HR News Magazine***

One of the primary purposes of *HR News*, the Association's monthly magazine, is to provide information regarding all IPMA-HR activities, including Chapters. Chapters are encouraged to forward to IPMA-HR's Director of Publications information – together with photographs, as appropriate – on Chapter activities that could be utilized in the monthly newsletter to the membership.

### **National Member Information**

One of the primary ways the Association can help Chapters is by providing information on Association members residing within the geographic boundaries of a Chapter. The national headquarters can provide information on those individuals who are members of the national Association that might be interested in Chapter membership. Additionally, on a regular basis, the national headquarters forwards the names and addresses of new IPMA-HR members to each Chapter President so that the Chapter may promote Chapter membership. Chapters should be involved in promoting national Association membership as well. For information on cooperative

membership recruitment efforts, such as direct mail or other methods of jointly promoting Association and Chapter membership, contact IPMA-HR's Director of Membership.

### **Link from IPMA-HR to Chapter Websites**

The Association provides a link from the IPMA-HR website to Chapter homepages as available, and for Chapters without their own website, IPMA-HR lists information pertaining to Chapter membership and Chapter events. Chapters must forward their information to the Web Development Manager to update the IPMA-HR site.

### **Liability Insurance**

The Association offers Chapters the opportunity to be covered, at no cost, by liability insurance – *errors and omissions coverage* for any claim for a wrongful act that was brought against any director, officer, board member or committee member acting within the scope of his or her duties and *business liability coverage* for any injuries or property damage that occurred at a conference or meeting. The policy provides up to \$2 million dollars of coverage.

### **Central Records Depository**

The Association currently stores key historical documents and records that have been provided by the Chapters in a central off-site facility. The central records depository includes important Chapter materials such as annual reports, financial reports, minutes of business meetings and names and addresses of Chapter officers.

### **Discounted Meeting Supplies**

IPMA-HR also provides various meeting supplies at nominal cost to the Chapters to enhance the professionalism of their meetings. Ribbons, indicating positions within the Chapter are available, as are blank badges, badge holders and IPMA-HR pocket folders to hold meeting materials. In addition, the Association can provide recognition certificates for Chapter officers, speakers, or award recipients. To order supplies, please contact IPMA-HR's Membership Department at least four (4) weeks prior to your event (to allow for out-of-stock items).

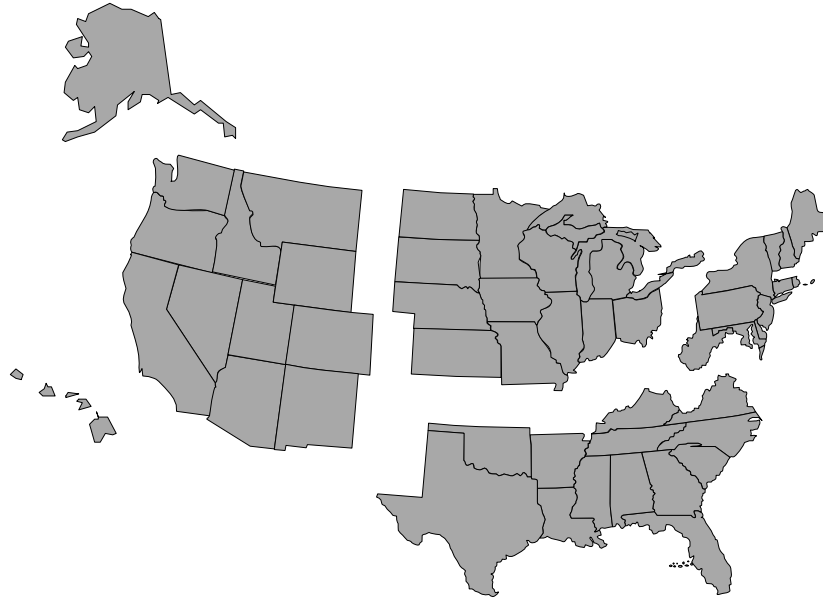
### ***ADDITIONAL SERVICES TO CHAPTERS COORDINATED BY IPMA-HR***

In addition to the above services, IPMA-HR is the coordinator of additional services from outside organizations:

- CPS Scholarships
- CPS Grant
- Hartford Sponsorship

## REGIONAL STRUCTURE

The Association is divided into four regions. They include the Eastern Region, the Central Region, the Southern Region, and the Western Region. The following map of the United States shows the division of the country into the four regions.



### Eastern Region

ME, NH, VT, NJ  
MD, MA, NY, WV  
PA, RI, CT, DE  
PR, VI

### Southern Region

VA, NC, SC, GA,  
FL, KY, TN, AL,  
MS, AR, OK, LA  
TX

### Central Region

OH, IN, MI, IL  
MO, IA, WI, MN  
ND, SD, NE, KS

### Western Region

WA, OR, CA, ID, HI,  
NV, UT, AZ, WY,  
CO, NM/WTX, MT, AK,

All regions convene a regional conference each spring that is devoted to educational programming of interest to Chapter members. Chapter members are encouraged to participate in their regional conferences and the other activities of the region.

## REVOCATION AND DISSOLUTION OF CHAPTER CHARTER

### **Revocation of Chapter Charter**

The IPMA-HR Executive Council may, at its discretion, suspend or revoke the charter of any Chapter at any time under the following conditions:

1. When the members of the Chapter, or its officers, or governing body have violated the bylaws of IPMA-HR, or the Association's policies, as determined by the Executive Council
2. When the active membership of the Chapter drops below five IPMA-HR voting members for six consecutive months, or when no meeting of the Chapter has been held for twelve months, and
3. Whenever the best interest of IPMA-HR will be served thereby.

The following statements set forth the IPMA-HR Executive Council's position regarding an orderly manner whereby a Chapter may decide voluntarily to dissolve.

1. The basic statement covering IPMA-HR Chapter operation provides that a Chapter is to hold at least four (4) meetings per year. The officers and board members elected by the Chapter's membership have the primary responsibility for guiding the Chapter's affairs, and carrying on at least the minimum program of activity called for under the Executive Council's guideline policy statement of long standing.
2. If a Chapter does not hold at least four (4) meetings annually, or does not hold an annual election, the officers whose terms would normally have expired are regarded by the Executive Council as continuing in their office until the successors have been elected and qualified. This is a normal principle of organizational operation insofar as the tenure of elected officers is concerned.
3. The officers and board of a Chapter may initiate action to disband the Chapter when (a) the number of dues-paying members of the Chapter in good standing falls below five such members over a period of six consecutive months; or (b) when attendance at previously announced Chapter meetings falls below a quorum for two consecutive Chapter meetings.
4. When the governing board of the Chapter believes that grounds exist for disbanding the Chapter after efforts have been made to contact the Association members within the boundaries of the Chapter to promote Chapter membership, action shall be initiated in the form of a formal motion to vote to disband, approved by a majority of board members at a meeting of the board called for that purpose by the Chapter's President, or by any two of the Chapter's elected officers, with at least ten days advance notice to all board members of the time, place, and purpose of the special meeting.
5. If the vote at the board meeting is to disband, the board should take the following steps:
  - a. Ascertain the extent to which the Chapter has any outstanding obligations, and pay those that are found to be legitimate claims against the Chapter's assets.
  - b. Hold a final board meeting, the purpose of which is to determine the likelihood of the Chapter's reactivation.
  - c. If it is the consensus of the board to take steps within six months to reorganize the Chapter or combine it with another group, the board should arrange to conserve the remaining assets of the Chapter for that purpose.
  - d. If the board decides it is not feasible to reorganize the Chapter or combine it with another group, the board should request the Chapter Secretary to write the IPMA-HR Executive Council defining the steps that the board has taken to disband the Chapter, including a statement that all Chapter liabilities have been liquidated. Upon receipt of the notice of the Chapter's charter dissolution, the Executive Council will regard the Chapter charter as having been relinquished, and will request the transfer of the Chapter's assets to IPMA-HR.

## CHAPTER OPERATIONS

### *MEETINGS*

Well-planned Chapter meetings are essential to maintain enthusiasm and attendance among the membership. At the start of each Chapter year, the President shall appoint a program committee with a charge to create a plan for the Chapter's meetings subject to the approval of the Board of Directors. This plan should consist of a tentative schedule of meetings for the entire year, possible topics to be considered at each meeting, and suggested speakers. Upon board approval, a more detailed agenda for each upcoming meeting may be developed by the program committee for review by the Board of Directors.

To ensure effective Chapter meetings, several fundamental factors should be considered:

1. Hold meetings regularly so members can plan to attend and give adequate advance notice to each member
2. Inform the members of the subject matter or guest speaker for each meeting in such a way as to promote interest and attendance
3. Prepare meeting agenda and program with care
4. Conduct the business portion of the meeting efficiently through use of parliamentary procedures (Appendix C), and
5. Design programs and activities at meetings to appeal to as many of the members as possible to encourage membership participation in Chapter functions.

### **The Business Meeting**

The Chapter President shall preside at all Chapter business meetings. If the President is unable to attend, the President-elect should assume the role of chair. In case neither officer is present, another officer or elected temporary chair should call the meeting to order. In all cases, the chair is responsible for conducting the meeting in an efficient manner.

One of the most important factors in ensuring the success of a business meeting is the proper preparation of an agenda. The agenda describes what topics will be discussed at the meeting.

The suggested order of business in conducting the business meeting (or combined business/program meeting) is as follows:

1. Meeting called to order
2. Welcome and introduction of new members and guests
3. Luncheon or dinner (if applicable)
4. Introduction of guest speaker(s) (if applicable)
5. Address by speaker(s) (if applicable)
6. Question and answer period (if applicable)
7. Approval of the minutes from the last business meeting
8. President's report
9. Treasurer's report
10. Committee reports
11. Unfinished business
12. New business

13. Announcement of time and place of next meeting
14. Adjournment
15. Refreshments (if applicable)

Every effort should be made to call the meeting to order on time and to keep the length of the meeting within reasonable limits.

### **The Program Meeting**

The primary purpose for arranging a program meeting is to inform and educate the members. Topics for this sort of meeting should take into account such factors as the member's professional needs, the advancement of their economic welfare, and other issues relevant to the membership. A program meeting should consist of a speaker, panel discussion, workshop, film, etc. Chapters are urged to inform Association headquarters about particularly successful programs so that this information can be shared with other Chapters, through the Association's monthly magazine, *HR News*.

In planning the agenda for a program meeting, it often is beneficial to separate the business and program sessions so that the business session will not detract from the program session. This is especially true when a long or special program session is planned.

### **The Social Meeting**

The primary purpose for arranging a social meeting is to promote and improve personal relations among Chapter members through personal contact in a relaxed atmosphere. Social meetings provide an excellent opportunity for members to make important professional contacts (one of the main reasons people join a professional association) in an informal setting and to boost enthusiasm and participation in other Chapter activities. In addition, social meetings may be used as income-producing programs for the Chapter and often are scheduled in conjunction with a Chapter's membership campaign.

Social meetings may take the form of dinners, dances, or receptions. The planning for a social meeting can be handled by a special committee of the program committee.

### **MEMBERSHIP**

New members are essential to ensure the continued growth of the Chapter and the national Association. A year-round membership committee should be appointed by each Chapter President to direct the recruitment and orientation of new members. Committee members should be geographically distributed in such a way as to ensure the widest possible contact with new members. Additionally, it has proven successful to include the entire Chapter membership in an annual membership campaign.

New members bring fresh ideas, varied experiences and new enthusiasm to the projects and programs of the Chapters. On the national level, increased membership enables the Association to provide new and improved membership services and to exert a greater influence in all matters affecting the profession. New members are also an important source of income for the Chapter. Increased revenues mean the Chapter can expand its program capability.

The most effective method of recruiting new Chapter members is personal contact. Active members should be encouraged to bring guests and prospective new members to all Chapter meetings and functions.

### **Membership Promotion**

The following membership promotional tools are available at no charge, from IPMA-HR National Headquarters.

#### *Sample IPMA-HR Publications*

Upon request, representative samples of IPMA-HR publications can be put together for groups considering affiliation with IPMA-HR or for a membership drive by an existing Chapter.

#### *Membership Brochures*

The current IPMA-HR membership brochure outlines the various member services and includes an application for national membership.

#### *IPMA-HR Test Products and Services Catalog*

This catalog outlines test products and services for police, fire, corrections, public safety and administrative personnel.

### **COMMITTEES**

Behind every successful IPMA-HR Chapter is a well-coordinated committee structure ensuring that the defined programs and projects of the Chapter are being efficiently implemented to the benefit of the members of the profession. The organization of the committee structure is one of the most important jobs of the Chapter President. Committee chairs should be chosen on the basis of their willingness to serve and their knowledge of the objectives of the committee.

In deciding on specific committee areas, the President and the Board of Directors should consider the following conditions for effective committee operations.

1. A clearly defined and written committee task should exist.
2. Members should be selected who have some definite qualifications and relationship to the committee charge.
3. Authority delegated to committees must be clearly defined so committee members know whether they are to decide, recommend or discuss.
4. Some typical committees a Chapter may wish to consider are as follows:
  - a. Awards Committee - charged with soliciting and evaluating nominations submitted by the general membership for any Chapter awards, and making recommendations to the Board of Directors. This committee may also be charged with developing and recommending nominations for the Honorary Life Members, Warner W. Stockberger Award and Agency Award for Excellence programs of the Associations. All Chapters are encouraged to participate in this important program by submitting nominations.
  - b. Budget and Finance Committee - charged with reviewing and recommending financial policies for the Chapter to the Board of Directors.

- c. Program Committee - charged with developing appropriate program activities.
- d. Membership Committee - charged with soliciting and recruiting new Chapter members.
- e. Nominating Committee - charged with nominating candidates for a Chapter's officers and Board of Directors.
- f. Communications Committee - charged with developing and maintaining effective methods of informing the membership of Chapter activities.
- g. Resolutions Committee - charged with serving as a channel through which formal resolutions are brought before the Chapter's business meeting for consideration and action by the membership.

### *COMMUNICATIONS*

Effective and regular communications to the Chapter membership is essential to sustain and improve membership participation in Chapter activities. It is important to notify the Chapter membership well in advance of all Chapter meetings and functions. A Chapter bulletin or flyer should be established for this purpose that can also be used to keep the membership up-to-date on recent concerns of interest. Depending upon the size and budget of the individual Chapter, this bulletin or flyer may take the form of a single photocopied sheet, an e-newsletter (sent via e-mail) or a more professionally composed and printed Chapter newsletter. In preparing the content, Chapters are encouraged to borrow freely from IPMA-HR publications, including *HR News* and legislative affairs memoranda. (Usage of IPMA-HR resources requires recognition.)

Each Chapter is also encouraged to design its own distinctive stationery that should be used for all official correspondence. Although stationery is not mandatory, an attractive and well-designed letterhead will help the members give priority to Chapter communications. It is also a valuable membership promotional tool that can provide the Chapter with visibility among non-members. Each Chapter's affiliation with IPMA-HR should be apparent on the stationery and in this regard, samples of the Association's logo in varying sizes may be obtained free from Association Headquarters. To save money, Chapter's can use an "electronic template" version of letterhead that prints in black only and can therefore be produced in-house.

Reporting your Chapter's activities: The Association's official monthly magazine, *HR News*, has been designed to keep you informed on the activities from all levels of government. Among its regular departments is "Region/Chapter News" which provides significant space for reporting on region/Chapter activities. However, *HR News* must rely on each Chapter to report on its programs and activities. The best way to ensure a Chapter is included is to designate someone (usually the Chapter Secretary) to contact *HR News* regularly. The person need not have journalism skills, but should know what is happening in the Chapter. These reports should concentrate on the activities of the local members and the Chapter organization. Photos (black and white or color) are always welcome and call immediate attention to the material. Do not hesitate to contact IPMA-HR's Director of Publications with any Chapter news.

## *CHAPTER NEWSLETTER*

Your IPMA-HR Chapter newsletter is an important tool for keeping Chapter members “in touch” with their colleagues and the activities of the Chapter. It can also serve as a membership recruitment device because it provides a convenient summary of current Chapter activities and a sample of the kind of information that prospective members might find valuable. It is recommended that Chapter newsletters be published at least quarterly; monthly newsletters are most desirable.

While a Chapter newsletter requires an up-front investment of money and a substantial time commitment from volunteer editors and writers, there are many valuable benefits:

1. The newsletter gives the Chapter visibility in its community, as well as within IPMA-HR.
2. The newsletter helps unify the Chapter members by keeping them regularly informed of Chapter activities, activities of related groups, and issues affecting their career in public personnel administration.
3. The newsletter can be used to help promote Chapter, regional and Association activities and programs.
4. The newsletter provides a place for recognition of the accomplishments of colleagues.
5. The newsletter provides a chance for expression and creativity to those Chapter members with skills and/or interest in publications, publicity and writing, and
6. The newsletter provides a real service to those who cannot regularly attend Chapter meetings and programs.

### **Contents and Communications**

The most important goal of the Chapter newsletter is communication. The content, clearly communicated, is the newsletter’s most important ingredient. Its format, style and appearance are secondary.

The Chapter newsletter editor should have some experience in journalism and printing production. However, anyone who writes clearly and is enthusiastic about the assignment is a good candidate. Here is a list of content ideas:

- Announcements and promotion of future Chapter meetings, special events, workshops and other activities.
- Short feature story on the most recent Chapter meeting and activities, including summaries of what was said by speakers. This is a service to members who were unable to attend and helps build interest in future activities.
- Announcements and promotion of future regional and/or national IPMA-HR conferences and seminars.
- Achievements and accomplishments of Chapter members such as job promotions, job changes, graduations and recognition awards.
- Information about Chapter members’ participation in regional or national Association activities.

- Short features on public personnel administration issues of special concern in the Chapter area.
- Reprint information from *HR News* as appropriate.
- Recognition of new members and/or guests at Chapter activities.
- Summary of the minutes of Chapter board and executive committee meetings. It is important to keep members advised about official business of the Chapter.
- “Jobs Available” and “Jobs Wanted” listings are always popular. Once your newsletter is established, the Chapter may wish to set a fee for these listings.
- Advertising from personnel management consultants, computer vendors, brokers of employee insurance programs, etc., may be solicited.
- Promotional flyers on upcoming Chapter events may be included in the newsletter as a special insert, thus saving postage.

### **Format and Printing**

As e-mail is becoming a preferred communication vehicle, Chapters may wish to produce an electronic newsletter that is just an email version of your Chapter news. It is easy to develop, more effective and inexpensive. In addition, it can be easily archived on the Chapter’s website.

The simplest and least expensive format is probably most desirable when starting a newsletter. Photos, artwork and a professionally designed masthead are nice and these can be added later. Initially, it is the content that will capture and maintain the readers’ attention.

Some Chapters begin with just a two-sided 8 ½ x 11 newsletter. Others do four, six or eight pages, folded to 8 ½ x 11 or stapled together. Either way, remember to leave at least one-third of the outside back of the newsletter for the members’ name and address, Chapter return address and postage stamp.

Some Chapters may be small enough to simply copy their newsletter; most will want to make use of a small “quick printing” shop. Such shops will be happy to have you call or come in and discuss what you are planning. Most will provide good suggestions for the least expensive way to produce your newsletter.

In general, there are two choices:

1. You can prepare the material for “camera ready” reproduction. This means careful typing of the text on plain paper and typing in the headlines in all caps, or utilizing desktop publishing equipment to produce “camera ready” pages.
2. If you do not have access to desktop publishing equipment, you can submit clean drafts of the text and have the printer arrange for typesetting it according to the layout (sketch of the format) that you provide. This will increase your costs, however, and add 4-5 days to your production schedule.

### **Samples Available**

IPMA-HR Chapters beginning a Chapter newsletter for the first time, or thinking of revamping an existing newsletter, are invited to contact IPMA-HR Headquarters for samples of other

IPMA-HR Chapter newsletters. It is also requested that every Chapter include the IPMA-HR Director of Publications on its newsletter mailing list.

### *CHAPTER FINANCES*

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

#### **Checking/Savings Account**

Each Chapter should open and maintain a checking account and, if income warrants, a savings account. Bank statements should be reconciled and filed with Chapter financial records. Most Chapters require only the single signature of the Treasurer on any checks written from the Chapter's checking account, but as the Chapter's income increases, it may be advisable to require two signatures on all checks. The Chapter's Employer Identification Number (EIN) should be listed on all bank accounts. The bank accounts should be audited along with the Chapter's financial records.

#### **Cash Receipts/Disbursements**

All Chapter income, including dues, seminar registration fees, donations, fees for social events, etc. should be deposited directly into the appropriate bank account. All income should be recorded first as cash receipts in a ledger book reflecting the source of each income item. This is a very simple procedure and should not require an accounting background. The same applies to all expenses paid out of the Chapter's bank account. These expenses should also be identified and recorded in the ledger book under the cash disbursements section. By using a simple single-entry ledger system, the Treasurer will be able to have a clear picture of the Chapter's cash flow, not just the balance in the bank account. This is important so the Chapter can develop an annual budget based on realistic projections of income and expenses over the year.

#### **Financial Records**

Besides the previously mentioned bank statements and a ledger book listing all cash receipts and disbursements, the Chapter should develop a simple annual budget. Each month the Treasurer can compare income and expense to the overall annual budget and have a clearer picture of the financial status of the Chapter. All tax forms and legal documents should also be maintained by the Treasurer. All of these records will be passed on each year to the new incoming Treasurer. The clearer the Chapter financial records are, the more easily the Treasurer will be able to fulfill the Chapter's financial responsibilities.

### *EMPLOYER IDENTIFICATION NUMBER*

Chapters are required to obtain an Employer Identification Number (EIN) from the IRS. This is required to identify the Chapter's funds and to open or maintain a checking account. The Chapter Treasurer should obtain and complete Form SS-4 Application for Employer Identification Number from the local IRS office and submit it to the IRS District Director for assignment of the EIN. Once the EIN has been obtained, application for tax-exempt status should be submitted to the IRS.

## *TAX-EXEMPT STATUS FOR CHAPTERS*

The International Public Management Association for Human Resources has been granted a tax-exempt status by the Internal Revenue Service (IRS). Because individual Chapters are separate autonomous bodies from the national Association and because IPMA-HR is not responsible for any liabilities that a Chapter incurs, a Chapter does not automatically receive a tax-exempt status from the IRS. However, Chapters willing to follow the necessary steps to obtain the same tax status are eligible to do so.

A tax-exempt status as a charitable organization, pursuant to Section 501 (c)(3) of the IRS Code, can be obtained either as a private foundation or as a public charity. Chapters should note that a public charitable organization has less restrictive operational and reporting requirements than a private foundation. However, to obtain such a status, it is usually necessary to demonstrate broad-based sources of receipts that all Chapters should be able to provide in detail. More specific information for obtaining tax-exempt status may be found in the IRS publication 557 “Tax-Exempt Status for Your Organization.” In order to comply with the necessary requirements for obtaining a tax-exempt status, the following steps must be taken:

1. Check organization documents (i.e. articles of incorporation and/or Chapter bylaws) to determine whether they sufficiently state the necessary charitable purposes, use of assets, and distribution of assets upon dissolution. Those Chapters that are not corporations should have similar provisions in their respective organizational documents.
2. Obtain and complete IRS Form 1023.
3. Submit both of the above to the local Internal Revenue Service office for a determination.

Because IPMA-HR has already obtained a favorable determination letter as to its tax exempt status as a public charitable organization, by adopting purposes similar to those stated in the bylaws of the Association, Chapters should be in compliance with the organizational requirements for obtaining tax exempt status. In the request for a determination letter, mention the fact that the Chapter is an independent Chapter affiliated with IPMA-HR, an organization which has already obtained tax-exempt status from the IRS. This type of statement might expedite the IRS determination process as to the Chapter organization because the national office of the IRS has already favorably decided for the national organization.

There are several advantages in obtaining this exempt status. The organization can solicit contributions from individuals who may deduct them as charitable contributions, and except for unrelated business income, receipts from income producing activities related to the exempt purposes of the organization should not be taxable income. They may be especially important to those Chapters that may conduct independent seminars and make a profit from them. In addition, certain charitable organizations are permitted to use lower bulk mailing postage rates (when mailing at least 200 pieces of zip-sorted mail at one time). Tax-exempt status does not relieve a Chapter from filing Form 990 even if they have income under \$25,000.

It is strongly suggested that legal counsel be obtained to help a Chapter prepare the necessary organizational documents, IRS application, and to check whether the Chapter is in compliance with all other organizational reporting requirements pursuant to the applicable state laws.

### *APPENDICES*

Included with this copy of the IPMA-HR Chapter Handbook is a sample set of Chapter bylaws (Appendix A); a sample Chapter charter request letter to the IPMA-HR Executive Council (Appendix B); a brief guide to parliamentary procedures and a glossary of terms (Appendix C); a copy of the IPMA-HR Affirmative Action Plan (Appendix D); and a sample Chapter Treasurer's report (Appendix E).

## *Appendix A*

### **Sample Bylaws**

#### **ARTICLE I – Name and Geographic Area**

Section 1 - This Chapter shall be known as the “\_\_\_\_\_ Chapter of the International Public Management Association for Human Resources.”

Section 2 - The geographical area covered by this Chapter shall be the following: (Identify the Chapter territory in terms of a city, one or more counties, a state, or other specific area).

#### **ARTICLE II – Objectives**

The objectives of this Chapter shall be as follows:

1. To provide a forum for persons engaged in public human resource management 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 for Human Resources within the Chapter area;
3. To explain and interpret the objectives and methods of human resource management 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 public HR 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 for Human Resources (IPMA-HR). Chapter membership, with no IPMA-HR privileges, also shall be available to any person who is not a member of IPMA-HR but who is in support of the objectives and programs of this Chapter and of IPMA-HR.

Section 2 - The annual dues for Chapter membership shall be established by the Chapter’s Board of Directors.

## **ARTICLE IV – 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.

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 seven members, consisting of the five Chapter officers, together with 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. (*See note below*).

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 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.

*NOTE ON SECTION 2:* Chapters sometimes find it difficult to sustain a program of Chapter activity during the summer months. By having the newly elected officers take office on the suggested date of July 1, it enables them to meet during the summer and plan a long-range program of Chapter activities beginning in the fall.

Depending on the time of year that a new Chapter is organized, the Chapter may find it desirable to have its first set of officers serve for a period longer or shorter than one year in order to retain the July 1 date for future officers' terms. This can be done by incorporating a suitable provision in the bylaws specifying the date on which the term of the first officers shall expire.

## **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. The President will be responsible for ensuring that the annual chapter reporting form is submitted to IPMA-HR by June 30 of each year.

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 of the Chapter and for notifying members of Chapter meetings.

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 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 – Chapter Meetings**

Section 1 - Four 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 \_\_\_\_\_ (number of) 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 five 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, at least 30 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 International Public Management Association for Human Resources with a request that the proposed bylaw change(s) be reviewed for conformity with 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.

#### **ARTICLES VIII – Chapter Liabilities**

The International Public Management Association for Human Resources 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 for Human Resources.

**SAMPLE CHAPTER REQUEST LETTER**

Date

The Executive Council  
International Public Management Association for Human Resources  
1617 Duke Street  
Alexandria, VA 22314

To the IPMA-HR Executive Council:

\_\_\_\_\_ (Name of jurisdictional area) is interested in having a Chapter of IPMA-HR within its boundaries. It is respectfully requested by the following Association members that IPMA-HR grant the \_\_\_\_\_ (Name) Chapter a Charter to operate within the framework of IPMA-HR. Proposed Chapter bylaws are enclosed for your consideration.

Respectfully submitted,

\_\_\_\_\_  
(Name of Individual)

\_\_\_\_\_  
(Name of Individual)

\_\_\_\_\_  
(Name of Individual)

\_\_\_\_\_  
(Name of Individual)

\_\_\_\_\_  
(Name of Individual)

\_\_\_\_\_  
(Name of Individual)

\_\_\_\_\_  
(Name of Individual)

\_\_\_\_\_  
(Name of Individual)

\_\_\_\_\_  
(Name of Individual)

\_\_\_\_\_  
(Name of Individual)

## Appendix C

### **A Brief Guide to Parliamentary Procedure**

Parliamentary procedure is one of the most effective means by which individuals can take orderly action as a group. By using parliamentary procedure and your Chapter bylaws properly, you can give full consideration to any matter of common interest, encourage minority discussion, and act in accordance with the majority and the requirements of your Chapter bylaws.

This section of the *IPMA-HR Chapter Handbook* is intended as a brief guide. For solutions to more complex parliamentary problems please consult “Roberts’ Rules of Order, Newly Revised.”

### **GLOSSARY OF PARLIAMENTARY TERMS**

ACCEPTING A COMMITTEE REPORT - To accept a committee report means that a motion is made as follows: “I move we accept the committee’s report.” By this motion the assembly supports the action of the committee. Most committee reports need not be accepted because they require no action; they should be received, not accepted. A report is received as follows: “I move that the report be received as read.” Sometimes “adopt” is used in place of “accept.”

ACCLAMATION - Voice vote made by stating “Aye” or “No.”

ADOPT - To pass or carry a motion; to approve a committee report.

APPEAL FROM THE DECISION OF THE CHAIR - An incidental motion. Any member disagreeing with the chair’s decision may thus put the matter to a vote of the assembly. It is an order even when another member has the floor and often arises out of a point of order. The member rises saying, “I appeal from the decision of the Chair.” If it is seconded, the chair states his/her decision and allows limited debate, with one statement from each member. The chair then says, “all those in favor of Chair’s decision, say ‘Aye,’” etc. A tie vote sustains the Chair.

ARE YOU READY FOR THE QUESTION? - “Are you ready to vote on the motion?”

BYLAWS - Generally the bylaws comprise all the rules by which a society is governed. The rules may be divided into three classes: constitution, bylaws and standing rules. The constitution and bylaws are usually considered one and the same in most organizations. They are of such importance that they should not be changed except after suitable notice is given to the members and then by a vote larger than the majority of those voting.

CONVENE - To call the meeting to order.

DEBATE AND DISCUSSION - Debating or talking about a motion or question.

DIVISION - Count the vote again. It may be requested by any member after the chair has announced the outcome of a vote when the count is not definite, generally after a voice vote. The member need not be recognized nor need to rise when calling “division.”

HAS THE FLOOR - When recognized by the Chair, the member has the floor. The member should in only rare instances be interrupted; the member may yield the floor to someone else if the member so desires.

MAJORITY - More than half the votes cast.

MEETING - A meeting of a society is an assembly of its members for a time during which they do not separate longer than for a recess of a few minutes or do not separate at all. A series of meetings, such as a convention, is called a session.

METHOD OF VOTING - An incidental motion. It provides for the type of vote desired on a motion, such as a vote by rising, roll call vote or vote by secret ballot.

PREVIOUS QUESTION - A subsidiary motion that means “to close debate.” If passed, it stops discussion and puts the pending motion to a vote. It is not debatable or amendable and requires a two-thirds vote.

OBJECTION TO THE CONSIDERATION OF A MOTION - An incidental motion. The purpose of this motion is to avoid the consideration of a motion that it is undesirable or impractical. It is usually applied to a main motion and must be made immediately after the main motion is opened for discussion and before any amendments are made to it. It can be made when another has the floor, does not require a second, no debate, or no amendments. The chair says, “An objection has been made to the motion; shall we consider the motion?” The vote must be two-thirds in the negative to dismiss the main motion and sustain the objection.

ON THE FLOOR - A motion on the floor when it is being considered by the assembly.

PENDING MOTION - Any motion on the floor, being discussed but not yet disposed of. Several motions may be pending at one time.

PUTTING THE MOTION - To vote on the motion.

QUESTION - When a member calls, “Question” the member means “I am ready to vote on the motion.” It does not close discussion but expedites it.

QUESTION OF PRIVILEGE - A privilege motion more accurately called a point of privilege and concerned with the welfare of the assembly. A member states, “I rise to a question of privilege.” The Chair asks the member to state his/her point. The member states, “I should like to have the windows opened,” or “I should like to introduce my guest,” or “I should like to have the gentleman withdraw his comments about Mr. A.” The Chair then makes a decision about the point. It requires no second, is in order when another has the floor, is not debatable or amendable and requires no vote. An appeal may be applied to it.

QUORUM - The number of members required to be present to transact business legally. The number is usually a majority of the membership unless otherwise specified in the constitution.

RECEIVE A REPORT - To receive a report means to hear it or listen to it; it does not mean the assembly approves the report or takes any official action on it. Since more reports are reports of information, it is reasonable “to receive a report as read,” instead of adopting or accepting the report. Receiving the report also recognizes work done.

RECOGNITION - A member is recognized by the chair when the latter announces the member’s name, or in small groups, nods to him/her. A member obtains recognition by raising his/her hand and rising. No member should speak or make a motion until the member is recognized by the presiding officer.

REPEAL - When the group desires to change a former action, the motion to repeal is in order. It must be made when the floor is clear, is debatable, amendable and requires a two-thirds vote. If sentiment is strong, the motion may include the words “and strike from the records.” If carried, the Secretary writes across the motion repealed these words “stricken from the records by order of assembly on (date).”

SESSION - A series of meetings, such as a convention.

STANDING RULES - The regulations as to time and place of meetings.

SUSPEND THE RULES - An incidental motion used in urgent cases to save time. Is not debatable or amendable and requires a two-thirds vote.

UNANIMOUS BALLOT - A ballot cast by the Secretary for a candidate who is the only person nominated for an office, and no objection is made. This method should not be used when the constitution requires an office to be filled by ballot since it does not permit any negative votes to be cast. The constitution should be amended to permit the unanimous ballot to be used. The usual form is to have the chair instruct the Secretary to cast a unanimous ballot for the candidate, if there are no objections. If objections are made, the ballot must be used.

WITHDRAW A MOTION - An incidental motion permitting a previous motion to be withdrawn. If the maker of a motion refuses to withdraw the motion, that motion cannot be withdrawn. Any member may move to withdraw the motion. If the motion to withdraw is made before the chair states the motion for the assembly, only the maker and seconder need to agree upon the withdrawal. If the motion to withdraw is made after the chair states the motion for the assembly, the maker and the entire assembly must be consulted for its withdrawal.

YIELD THE FLOOR - A member who has the floor may yield the floor to another member; in so doing the former surrenders the right to continue speaking at that time.

## *Appendix D*

### **IPMA-HR AFFIRMATIVE ACTION/DIVERSITY PLAN**

The IPMA-HR Executive Council formally adopted this plan at its October 1, 1994 meeting. The plan was the result of recommendations made to the Executive Council from the Association's Diversity in the Workplace Committee. The plan, as adopted by the Executive Council, is as follows:

The International Public Management Association for Human Resources (IPM-HR) reaffirms its commitment to the principles of equal opportunity and diversity in the workplace. IPMA-HR is a professional organization devoted to advancing the standards of sound personnel management in the public sector and recognizes equal opportunity and diversity as the foundation of these principles. The Association further recognizes its special responsibility to promote and encourage the development of affirmative action policies and programs, and to ensure that the IPMA-HR itself becomes a model of equal opportunity and diversity.

#### Responsibility

The Association will not discriminate on the basis of race, color, religion, national origin, sex, age, disability, marital status, sexual orientation, creed, ancestry, medical condition, or political ideology.

1. The Executive Director shall be responsible for maintaining an affirmative action policy within the Secretariat with regard to hiring, compensation, promotion, and training.
2. The Nominating Committee shall solicit candidates from diverse backgrounds to ensure balance and equitable representation in the leadership of the organization.
3. It shall be the Association's goal that every committee be diverse and representative of the IPMA-HR membership.
4. Conference Program Committees shall ensure that diversity is a factor in selecting speakers for the International Training Conference.
5. Each Region, Section, and Chapter will ensure that diversity and equitable representation will be considered when activities are planned.

#### Implementation

The Executive Director shall be responsible for administering and managing the Association's Affirmative Action/Diversity Plan. The IPMA-HR Executive Council shall be responsible for monitoring the plan.

Appendix E

**SAMPLE CHAPTER'S TREASURER'S REPORT**

January 1, 20XX - September 30, 20XX

<u>Receipts</u>	<u>20XX Budget</u>	<u>Year to Date Actual</u>
Membership Dues (110 X \$10)	\$1100	\$ 850.00
Quarterly Luncheon Meetings	4040	702.02
Annual Dinner Meetings	1250	-0-
Newsletter Ads 300	135.00	
All-day Workshop	<u>1400</u>	<u>1295.00</u>
	\$5090	\$2982.00
 <u>Disbursements</u>		
Quarterly Luncheon Meeting	925	623.16
Annual Dinner Meeting	1200	-0-
All-day Workshop	500	435.00
Speaker Fees	500	400.00
Newsletter Printing/Postage	850	755.30
Other Postage/P.O. Box Rental	500	297.20
Telephone	100	68.79
Stationery and Supplies	250	186.13
Award Plaque	150	-0-
Miscellaneous	<u>50</u>	<u>-0.-</u>
	\$5025	\$2766.08
Surplus (Deficit) for Year	65	215.92
Balance at Beginning of Year	<u>179</u>	<u>179.13</u>
Balance	\$244	\$395.23