

# Sample Chapter 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, (Country)".

**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 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 public HR 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 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.

**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 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 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: 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.

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

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

**Section 4** - The Treasurer shall be responsible for the receipt, custody, and disbursement of Chapter funds, subject to the control and review of the Board. The Treasurer shall prepare and submit to the members an annual financial report, and shall submit such other reports to the Board as the Board may require. The President annually shall appoint an auditing committee of three members to audit the Treasurer's 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 \_\_\_\_\_ 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.