

IPMA-Virginia Chapter - Bylaws: Effective July 1, 2007

Article I: Chapter Name and Geographical Area

- Section 1: This Chapter shall be known as the International Public Management Association for Human Resources – Virginia Chapter.
- Section 2: The geographical area covered by this Chapter shall be the Commonwealth of Virginia.

Article II: Chapter Goals and Objectives

- Section 1: To provide a forum for persons engaged in public human resources administration to discuss current issues.
- Section 2: To explain and interpret the objectives and methods of public human resources administration to the general public, civic groups, public officials, and public employees.
- Section 3: To encourage and facilitate cooperative action among public jurisdictions and private employers within the Chapter area on matters of mutual concern.
- Section 4: To facilitate the professional development of members by providing training and networking opportunities.
- Section 5: To implement objectives and programs of IPMA-HR within the Chapter area following the established Code of Ethics.
- Section 6: To enhance the professional relationship of the Chapter with other public sector and professional associations.

Article III: Chapter Membership and Dues

Section 1: Active Membership, with all member privileges, may be held in the Chapter by any human resources staff member of any public jurisdiction in the Commonwealth of Virginia (the job title of the individual being immaterial) who meets the requirements for such membership as specified below:

Active Membership: Any person who has paid their annual dues and is either:

- a) An official or staff member of a public human resources agency; or
- b) Engaged in human resources work in a public agency; or
- c) Engaged in teaching Business Administration, Public Administration, or related field as a faculty member of an accredited college or university; or
- d) Public sector human resource retirees.

Section 2: Lifetime Membership, with voting privileges, may be awarded to members who have rendered sustained, valuable service to the Chapter and/or the professional field of Public Human Resources Administration and are so designated by the Executive Board. Lifetime Members shall have all the privileges of active members and pay no dues.

Section 3: Associate Membership may be held in the Chapter by any person not eligible for an Active Membership but who meets the requirements for Chapter Associate Membership as specified below. Associate Members shall not be eligible to hold office or vote on the business matters of the Chapter.

Associate Membership: Any person who has paid their annual dues and is either:

- a) Engaged in management or human resources work in private enterprise; or
- b) A full-time or part-time student majoring in Business Administration, Public Administration, or related field at an accredited college or university; or
- c) Who is interested in the principles and practices of the professional field of Public Human Resources Administration and who subscribes to the goals and objectives of this Chapter.

Section 4: Dues – Annual membership dues are assessed by the Executive Board, as follows:

- a) Individual membership dues shall be set by the Executive Board annually. Any individual member who leaves their position of employment and/or transfers to a new organization, if they continue to meet the membership requirements, shall have their membership transfer with them.
- b) Organizational Members – Organizational dues shall be set by the Executive Board annually. Any public organization may elect to pay an organizational membership, which covers up to five members of that organization, each fiscal year. Additional organizational members may be added at the time of the initial organizational membership application at a reduced cost per member. Organizational memberships stay with the organization and do not transfer. Organizational memberships are not pro-rated.
- c) Adjustments to annual membership dues may be made upon majority vote by the Executive Board.
- d) Dues shall be payable not later than July 1st of each fiscal year. Persons who have not paid dues by August 15th of each year shall be dropped from the membership roles. New individual members joining the Chapter after January 1st of any year shall pay reduced membership dues equal to one-half the regular annual membership dues for that fiscal year only. Thereafter, the regular annual membership dues shall apply.

Section 5: This organization is nonprofit and no part of any dues, income, or earnings will be assigned or delivered to the benefit of any member. This section does not remove the right of the Chapter to purchase a particular service from any member or other individual or business entity.

Article IV: Executive Board

Section 1: There shall be an Executive Board consisting of ten active members and any Chapter member who is also a member of either the IPMA-Southern Region Board and/or the IPMA Executive Council. The Executive Board of this Chapter shall be comprised of the following officers: President, President-elect, four (4) Directors At Large and four (4) Regional Directors and; any member of the Southern Regional Board and/or IPMA Executive Council. Effective July 1, 2007, based on the staggered terms as defined in Article V, Section III, all officers shall be elected by ballot by a majority vote of all eligible and voting Chapter members and shall

IPMA Virginia Chapter Bylaws, Effective, July 1, 2007

serve for a period of two (2) years from July 1st through June 30th and/or until their successors have been duly qualified.

Financial Year – July 1st until June 30th shall be the fiscal year of the Chapter.

Section 2: The office of President and President-elect shall be elected by the membership at large. All nominees for the Office of President and President-elect, at the time of their nomination, shall be Active and/or Life Members in the Chapter who have demonstrated commitment to the Chapter through their involvement in IPMA at the Chapter, Regional, or National level. Nominees for the office of President and President-elect must be members of IPMA at the time of their election and must remain a member in good standing of National throughout their tenure. Nominees for President must have previously served at least one (1) term on either the state, regional, or International Board. The Nominations Review Committee shall gather and publish information on the demonstrated leadership experience of candidates within IPMA, and their professional background.

Section 3: The offices of the four (4) Directors At Large shall be statewide “At-Large” - offices elected by the membership. All nominees for the offices of Director At Large shall be Active and/or Life Members in the Chapter, at the time of their nomination. The Nominations Review Committee shall gather and publish information on the demonstrated leadership experience of candidates within IPMA, and their professional background.

Each Director At Large will be assigned a function for the Chapter and Board such as, finance, secretary, communications or membership.

In the event that there are no eligible nominees, Active and/or Life Members may be nominated.

Section 4: The offices of the four (4) Regional Directors shall be “Regional” offices that are filled by nominees based upon geographic regions. All nominees for the offices of Regional Director shall be Active and/or Life Members in the Chapter, at the time of their nomination that are also employed in an agency office located in the geographic region for which they are elected.

In the event that there are no eligible nominees from a geographic region, Active and/or Life Members from other geographic regions may be nominated to represent that region. The Nominations Review Committee shall gather and publish information on the demonstrated leadership experience of candidates within IPMA-HR, and their professional background.

IPMA Virginia Chapter Bylaws, Effective, July 1, 2007

Section 5: For the purposes of nomination and election of the offices of the four (4) Regional Directors, the geographic boundaries of the four (4) regions of the Chapter shall be defined as follows:

- (A) Northern Region: That portion of the Commonwealth North of the southern boundary of Rockingham County at the Virginia/West Virginia border eastward along the southern boundary of the counties of Greene, Orange, Stafford, King George, and Westmoreland to the Virginia/Maryland border including, but not limited to, the counties of Shenandoah, Page, Madison, Culpeper, Rappahannock, Fauquier, Prince William, Fairfax, Warren, Frederick, Clarke, Loudon, and Arlington and the cities of Harrisonburg, Winchester, Manassas, Fairfax, and Falls Church.
- (B) Eastern Region: That portion of the Commonwealth East of the western boundary of the Counties of Mecklenburg and Lunenburg and South of the northern boundary of the Counties of Lunenburg, Brunswick, Sussex, Surry, James City, Gloucester, and Mathews including, but not limited to, the Counties of Southampton, York, Isle of Wright, and the Cities of Emporia, Franklin, Poquoson, Williamsburg, Newport News, Hampton, Suffolk, Chesapeake, Norfolk, Portsmouth, and Virginia Beach.
- (C) Central Region: That portion of the Commonwealth South of the Northern Region boundary, East of the Western Region boundary, and North of the Eastern Region boundary including, but not limited to, the Counties of Albemarle, Louisa, Fluvanna, Spotsylvania, Caroline, Essex, Northumberland, Lancaster, Middlesex, King & Queen, New Kent, King William, Hanover, Henrico, Goochland, Chesterfield, Powhatan, Amelia, Prince Edward, Nottoway, Dinwiddie, Prince George, Charles City, and Cumberland, and the Cities of Fredericksburg, Richmond, Petersburg, Hopewell, Colonial Heights, and Charlottesville.
- (D) Western Region: That portion of the Commonwealth West of the eastern boundary of the Counties of Augusta, Nelson, Buckingham, Appomattox, Charlotte, and Halifax to the Virginia/West Virginia and Virginia/Kentucky borders including, but not limited to the Counties of Highland, Bath, Rockbridge, Amherst, Campbell, Pittsylvania, Bedford, Botetourt, Alleghany, Craig, Roanoke, Franklin, Henry, Giles, Montgomery, Floyd, Patrick, Carrol, Pulaski, Bland, Wythe, Grayson, Tazewell, Smyth, Buchanan, Russel, Abingdon, Dickenson, Wise, Scott, and Lee and the Cities of South Boston, Danville, Martinsville, Salem, Roanoke, Bedford,

IPMA Virginia Chapter Bylaws, Effective, July 1, 2007

Lynchburg, Lexington, Buena Vista, Clifton Forge, Covington,
Norton, Bristol, Galax, Staunton, and Waynesboro.

Section 6: A quorum of the Executive Board shall consist of five (5) officers for the purpose of transacting the business of the Chapter.

Section 7: It shall be the duty of the President to:

- (1) Call meetings as necessary for the continuing activity of the Chapter;
- (2) Prepare agendas and preside over all meetings of the Chapter and Executive Board;
- (3) Serve as the primary representative of the Chapter to other organizations or officials in areas of interest to the Chapter;
- (4) Coordinate the activities of all Chapter officers;
- (5) Appoint the Finance Officer(s) and Chairs of Chapter Committees and assist the Chairs as requires; and
- (6) Perform other duties as the Executive Board may request.

Section 8: It shall be the duty of the Executive Board to:

- (1) Transact the business of the Chapter including all policy, financial management, professional development, public relations, and membership communications matters;
- (2) Study all matters referred to it by the member of the Chapter; and
- (3) Perform such duties as may pertain to the business, advancement, welfare, and the best interests of the Chapter and its members.

At the beginning of each election term, it shall be the responsibility of the Executive Board to identify the organizational goals and objectives to be addressed that year, and to determine responsibility for and method of accomplishing the following:

- 1) receipt, disbursement, record keeping and auditing of Chapter funds (the President shall appoint this responsibility to one of the Board members);
- 2) maintenance of Chapter records, including membership records and minutes of all Executive Board and Chapter annual conference business meetings;
- 3) coordination of member communications;
- 4) coordination of the planning of the Chapters regional meetings, annual conference and business meetings as to time, place, and program;
- 5) preparation of the Chapter's nomination for the IPMA – Southern Region Outstanding Chapter Award;
- 6) Submission of the Chapter's nomination for the Edwin L. Swain IPMA – Southern Region Outstanding Member Awards; and,
- 7) Any other responsibilities required to achieve the identified goals and objectives.

- Section 9: In addition to carrying out the overall business of the Chapter, it shall be the responsibility of the Regional Directors to:
- 1) Serve as the Executive Board's liaison to all public sector agencies in their region;
 - 2) Coordinate the planning and marketing of networking and professional development events in their region;
 - 3) Assist with membership recruitment in their region;
 - 4) Assist in the submission of articles from public sector agencies in their region; and,
 - 5) Assist with the planning and marketing of the Chapter annual conference when the conference is held in their region.
- Section 10: Removal from Office – Any member of the Executive Board who violates the Associations' or Chapters' Code of Ethics or who fails to participate as an active member of the Executive Board after being elected to such Board, may be removed from office. Removal from office requires a 2/3 majority vote of the Executive Board after due notice is given to the affected Board member.

Article V: Election of Officers

- Section 1: Nominations Review Committee – The President shall appoint every year, beginning with the July 1st, 2007 term, a Nominations Review Committee consisting of Active and/or Life Members in the Chapter. If the minimum number of nominees are not received from the membership for the offices to be filled, the committee shall select at least one (1) name from the active membership as a candidate for each office to be filled where there is no nominee. In the event a committee member accepts nomination for office, the committee member shall immediately tender their resignation to the President who will then appoint a replacement.
- Section 2: Nominations Process – The Nominations Review Committee shall ensure that the Chapter membership is given an opportunity to submit names of members for consideration.
- Section 3: Elections – Effective with the term commencing July 1, 2007, elections for the Executive Board shall be as follows:
- (a) President and President Elect – elected for a two (2) year term effective July 1, 2003 and every two (2) years thereafter;
 - (b) Two (2) At-large and the Northern and Western Regional Representatives – elected for a two (2) year term effective July 1, 2003 and every two (2) years thereafter;

IPMA Virginia Chapter Bylaws, Effective, July 1, 2007

- (c) Two (2) At-large and the Central and Eastern Regional Representatives – elected for a two (2) year term effective July 1, 2006 and every two (2) years thereafter. Ballots with names and background information shall be distributed to all Active and/or Life Chapter members at least thirty (30) calendar days prior to the election deadline established by the Executive Board.

Section 4: Vote Tally – At an appointed time and place, but not more than twenty-one (21) calendar days following the distribution of Chapter officer election ballots, the Nominations Review Committee shall tally votes. A tie vote for any office shall be decided in favor of the nominee with the longest continuous Active Membership in the Chapter. The Chair of the Nominations Review Committee shall certify the results of the election and forward them in writing to the Chapter President within fifteen (15) calendar days.

Article VI: Filling of Vacancies For Unexpired Terms

Section 1: Should a vacancy occur in the Presidency, the President Elect will serve the unexpired portion of the term. The Executive Board, by a majority vote, shall elect a current member of the Executive Board to serve the unexpired portion of the term for President Elect.

Section 2: Should a vacancy occur during the term of any Director At-Large, the Executive Board, by a majority vote, shall appoint an Active and/or Life Chapter member to serve the unexpired portion of the term.

Section 3: Should a vacancy occur during the term of a Regional Director, the Executive Board, by a majority vote, shall appoint an Active and/or Life Chapter member from the underrepresented region to serve the unexpired portion of the term.

Article VII: Meetings

The Chapter shall hold at least one (1) annual general membership meeting to include a chapter business session. The Executive Board shall hold a minimum of three (3) meetings per year upon call by the Chapter President and/or a quorum of the Executive Board. There shall be at least one (1) meeting or event in each Region per year.

Article VIII: Amendment of Bylaws

- Section 1: These Bylaws may be amended by a majority vote of the eligible and voting Chapter Active and Life Members at any properly called business meeting of the Chapter. Prior to any amendments to these Chapter By-Laws being formally presented to the Chapter membership for consideration, the Chapter President shall submit all proposed Chapter By-Laws amendments to IPMA-HR headquarters with a request that the proposed Bylaws amendments be reviewed for conformity with the policies of IPMA-HR as established by the Executive Council.
- Section 2: Proposed amendments to these Chapter Bylaws may be initiated by the Executive Board or upon written petition signed by at least ten (10) Active Members of the Chapter. Amendments initiated by petition shall be addressed to the Chapter President for submission to the Chapter membership.
- Section 3: Proposed amendments shall be transmitted to the Chapter membership in writing at least thirty (30) calendar days prior to the Chapter business meeting. In the case of proposed amendments initiated by petition, the text of the proposed amendments may be accompanied by a recommendation for approval or disapproval from the Executive Board.

Article IX: Conduct Of The Affairs Of The Chapter

In the absence of specific text in these articles as to the conduct of the affairs of the Chapter, Roberts Rules Of Order (Revised) shall apply.

Article X: Chapter Liabilities

The International Public Management Association for Human Resources (IPMA-HR) is not responsible for any liabilities this Chapter may incur.