

**CHANNEL ISLANDS PUBLIC MANAGEMENT ASSOCIATION FOR
HUMAN RESOURCES
CHAPTER BYLAWS**
as amended May 2, 2017

ARTICLE I – Name and Geographic Area

Section 1 — This chapter shall be known as the “Channel Islands Chapter of the International Public Management Association for Human Resources” (hereafter referred to as “Chapter”). In these bylaws, “International Public Management Association for Human Resources” refers to that part of the organization that functions in the United States.

Section 2 — The geographical area covered by the Chapter shall be the following California counties: Ventura, Santa Barbara, and San Luis Obispo.

ARTICLE II – Purpose and Objectives

Section 1 – The Chapter is restricted to activities permitted for organizations recognized as exempt under Section 501(c)(3) of the Internal Revenue Code. Notwithstanding anything in these bylaws to the contrary, at all times, the Chapter shall be organized and operated as follows:

1. The Chapter is an association of persons having a common interest of improving public sector human resources management, and its purpose shall be to promote the common interest of its members;
2. The Chapter is a membership organization and shall have meaningful membership support;
3. The Chapter is not organized for profit;
4. No part of the net earnings of the Chapter may inure to the benefit of any private shareholder or individual;
5. The Chapter’s primary activity shall not consist of performing particular services for individual persons; and
6. The Chapter shall not engage in a regular business of a kind ordinarily carried on for profit, even if the business is operated on a cooperative basis or produces only sufficient income to be self-sustaining.

Section 2 - The objectives of the Chapter shall be as follows:

1. To provide a forum for persons engaged in public human resources administration to discuss their current challenges and to provide a medium for their training and mutual self-improvement;
2. To implement the objectives and programs of the International Public Management

Association for Human Resources within the Chapter area;

3. To explain and interpret the objectives and methods of human resources administration to the general public, civic groups, government officials, and employees; and
4. To encourage and facilitate cooperative action among public jurisdictions within the Chapter area on human resources 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 in support of the objectives and programs of the Chapter and of the International Public Management Association for Human Resources.

Section 2 — The Board of Directors of the Chapter (hereafter referred to as “Board”) shall establish the annual dues for Chapter membership.

ARTICLE IV – Chapter Officers and Board of Directors

Section 1 – The officers of the Chapter shall consist of a President, a Vice President, a Past President, a Secretary, a Treasurer, a Communications Officer, and a Membership Officer.

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. The Board shall have up to ten (10) members, consisting of the seven (7) Chapter officers and up to three (3) additional Board members elected from the Chapter membership. Chapter officers and Board members shall serve two-year terms beginning on July 1, 2017.

Section 3 – At least thirty (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 from the Board membership. This committee shall present to the general 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.

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. 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 that contains 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 select an outside auditor to audit the Treasurer's account, and the resulting report shall accompany the Treasurer's annual financial report.

Section 5 – The Communications Officer shall be responsible for the website of the Chapter. The Communications Officer shall ensure the updating of the website with Chapter information including officers, members, events, and other relevant information to the membership.

Section 6 – The Membership Officer shall be responsible for updating and maintaining the membership roster of the Chapter. The Membership Officer shall recruit new members and recommend ways to retain existing members.

Section 7 – The Board shall meet at the call of the President, and such meetings are 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 considering other matters brought to the attention of the Board by the Chapter officers or membership.

Section 8 – If any of the Chapter officers should resign or be unable to discharge the duties of his/her office and if the un-expired portion of the term is ninety (90) days or more, the Board shall call a special election. If the unexpired portion of the term is less than ninety (90) days, the Board shall designate one (1) of the Board members to discharge the duties of the office until the next regular election is held.

ARTICLE VI – Chapter Meetings

Section 1 – Six (6) 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 four (4) 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 or upon written petition signed by at least ten (10) 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 Chapter members in writing at least thirty (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.

Section 3 – Before any amendment to these bylaws is formally presented to the Chapter membership for consideration, the Secretary shall submit the proposed amendment or amendments to the Secretariat of the International Public Management Association for Human Resources with a request that the proposed bylaw change 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 the Chapter has received a response to a request for review.

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.

ARTICLE VIII – Chapter Liabilities

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

ARTICLE IX – Dissolution

Upon the dissolution of the Chapter, assets shall be distributed for one (1) or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding section of any future federal tax code, or they shall be distributed to the federal, state, or local government for a public purpose.

ARTICLE X – Effective Date

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