

## By-Laws

### **ARTICLE I – Colorado Chapter, International Personnel Management Association for Human Resources – United States (IPMA-HR)**

**Section 1** – This Chapter shall be known as the “Colorado Chapter of the International Public Management Association for Human Resources-United States”.

**Section 2** – The geographical area covered by this Chapter shall be the geographic boundaries of the State of Colorado.

**Section 3** – Chapter business shall be conducted on a fiscal year from July 1st through June 30th for purposes of establishing budgets, membership, and terms of office.

### **ARTICLE II – Objectives**

The objectives of this Chapter shall be as follows:

1. to provide a forum for persons engaged in human resources administration to discuss current issues and to provide a medium for skill development, policy analysis and education;
2. to implement the objectives and program of the International Public Management Association for Human Resources-United States within the Chapter area;
3. to communicate and share new ideas and methodology in human resources administration; and
4. to encourage and facilitate a cooperative relationship between public jurisdictions and private employers within the Chapter area on human resources issues.

### **ARTICLE III – Chapter Membership**

**Section 1** – Membership in the Chapter shall be open to any individual within the Chapter area who is a member of the International Public Management Association

for Human Resources-United States. Chapter membership shall also be available to

individuals who are not members of the International Public Management Association for Human Resources-United States, but who are in support of the objectives and programs of this chapter and of the International Public Management Association for Human Resources-United States.

**Section 2** – The annual dues for Chapter membership shall be established by the Board of Directors of IPMA-HR-Colorado Chapter.

**Section 3** – Associate memberships may be made available to interested individuals and agencies outside the Chapter area.

**ARTICLE IV – Chapter Officers and Board of Directors**  
**Section 1** – The Officers of this Chapter shall consist of President, Vice President, Past President, Secretary, and 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 a minimum of seven members, consisting of the five Chapter officers, together with additional Board members elected from the Chapter membership. The term of office of Chapter officers and other members of the Board shall be for staggered two-year terms beginning on July 1, or until their successors have been elected and installed.

**Section 3** – At least thirty days prior to the expiration of the terms of the officers and other members of the Board, the President shall accept nominations from the membership. The nominations shall be voted on by the Chapter membership through an election process determined by the Board of Directors.

**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 determined by the Board of Directors.

#### **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 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 (1) notifying members of Chapter meetings, (2) taking minutes of Board meetings, and (3) maintaining information for the annual report with a summary of chapter activities, new officers, minutes, and 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.

**Section 5** – The Board of Directors shall meet at the call of the President, such meetings to be held at least quarterly. 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 by 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.

**Section 7** – In consideration of the time and effort Board members contribute to planning the chapter’s direction and meeting agendas, and to encourage board participation, board members will have one year of Colorado Chapter membership fees waived for each year they are actively serving on the board.

#### **ARTICLE VI – Chapter Meetings**

**Section 1** – A minimum of two regular meetings of the Chapter shall be held annually. The President or his/her designee sets the time and place of Chapter meetings, and the Secretary shall notify the members.

**Section 2** – Except as herein provided, “Robert’s 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 ten members of the Chapter. Amendments initiated by petition shall be addressed to the President for submission to the Chapter membership.

**Section 2** – At least thirty days in advance of the date on which they are to be voted on by the members, proposed amendments shall be transmitted by the Secretary to the members in writing. In the event 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 Secretariat of the International Public Management Association for Human Resources-United States with a request that the proposed bylaw change(s) be reviewed for conformity with the national association policies 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-United States shall be referred back to the Chapter membership.

#### **ARTICLE VIII – Monies**

All monies levied or otherwise collected or amassed by the Chapter shall be used exclusively for designated IPMA-HR Colorado Chapter functions in accord with the stated objectives of the Chapter.

#### **ARTICLE IX – Chapter Liabilities**

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

#### **ARTICLE X – Effective Date**

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