

By-laws

North Carolina Chapter
International Public Management Association for Human Resources
(revised 05/2020)

ARTICLE I. Name and Area

Section 1. Name

This Chapter shall be known as the "North Carolina Chapter of the International Public Management Association for Human Resources (NC IPMA-HR).

Section 2. Shortened Name

For print purposes, the shortened name of this Chapter shall be “NC IPMA-HR”.

Section 3. Geographical Area

The geographical area covered by this Chapter shall be the State of North Carolina.

ARTICLE II. Objectives

Section 1. Organization and Taxation

For purposes of these bylaws, NC IPMA-HR will be referred to as Chapter. The Chapter is organized exclusively for charitable, religious, educational or scientific purposes, including, for such purposes, the making of distributions to organizations under Section 501(C) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law). Notwithstanding any other provision of these bylaws, this Chapter will not conduct any activities not permitted by a corporation exempt from Federal income tax under Section 501(C) (3) of the Internal Revenue Code of 1954 or the corresponding provision of any future contributions to which are deductible under Section 170(C) (2) of the Internal Revenue Code of 1954 or any other corresponding provision of any future United States Internal Revenue Law.

Section 2. Nonpartisan Status

No part of the net earnings of the Chapter shall inure to the benefit any member or officer (except that reasonable compensation may be paid for services rendered to or for the Chapter, or approved expenses for Chapter activities may be reimbursed); no substantial part of the activities of the Chapter shall be used for propaganda purposes, or otherwise attempting to influence legislation; and the Chapter shall not participate in or intervene in (including the publication or distribution of statements) any political campaign on behalf of any candidate for public office.

Section 3. Dissolution

In the event of dissolution, the residual assets of the Chapter will be submitted to any successor organization which is exempt as an organization described in Section 501(C) (3) and 170(C) (2) of the Internal Revenue Code of 1954 or corresponding Sections of any prior or future law. If there is no such successor organization, the residual assets will be turned over to the International Public Management Association for Human Resources, as an exempt organization as described, or to the Federal, State, or Local governments for exclusively public purposes. No member or officer shall be entitled to share in the distribution of any of its assets upon dissolution of the Chapter.

Section 4. Principal Program Objectives

Without limiting the generality of the foregoing, the principal objectives of the Chapter shall be to:

1. Provide relevant education and training to public personnel administrators;

2. Implement the objectives and programs of IPMA International within the North Carolina Chapter area;
3. Encourage effective personnel administration through the promotion of professional expertise and the dissemination of information to individual members and relevant affiliates;
4. Provide for professional development through encouragement, support and programs which are responsive to the diverse needs of the members;
5. Develop future leaders for the organization through systematic involvement in the organization's administration and training; and
6. Serve as a respected advocate for effective public personnel practices in the State of North Carolina.

Secretary's Note: *An amendment on April 22, 1980, added the first three paragraphs of this Article and the introductory clause of the fourth paragraph. Numbered objectives 1, 3, and 4 were revised by an amendment approved on March 11, 1981, to make clear the Chapter's educational objective. On March 20, 1990, numbered objectives 1 through 4 were revised and objectives 5 and 6 were added, by unanimous vote.*

ARTICLE III. Chapter Membership and Official Sections

Section 1. Membership Eligibility

Membership in this Chapter shall be open to any person interested in improved public personnel administration in accordance with merit principles and who is in accord with the objectives and program of this Chapter and of the International Public Management Association for Human Resources (IPMA-HR). There shall be two (2) categories of membership: standard and affiliate.

Section 2. Standard Membership

Any person within the Chapter area who is an agency, individual or affiliate student member of the International Public Management Association for Human Resources (IPMA-HR) in good standing is automatically eligible for Professional membership in this Chapter. Automatic eligibility for Chapter Standard membership shall also include commissioners and executive officers of public agencies within the Chapter area which are agency members of IPMA-HR. Standard memberships are effective the date the Chapter receives payment of membership dues as outlined in this Article.

Standard members are entitled to vote on all matters presented before the organization and may become members of any Chapter standing or ad hoc committee. After meeting all other criteria set forth in Article IV of these by-laws, Professional members may become a candidate for and be elected or appointed to any position on the Board of Directors.

Section 3. Affiliate Membership

Persons who are not members of IPMA-HR but otherwise meet the membership qualifications of Article III, Section 1 of these by-laws shall be eligible for Affiliate membership in this Chapter. Affiliate members shall be encouraged to become agency, individual or affiliate student

members of IPMA-HR. Affiliate memberships are effective the date the Chapter receives payment of membership dues as outlined in this Article.

Affiliate members are entitled to vote on all matters presented before the organization and may become members of any Chapter standing or ad hoc committee. After meeting all other criteria set forth in Article IV of these by-laws, Affiliate members may become a candidate for and be elected or appointed to any Board of Director position with the exception of Treasurer, President-Elect, President or Past-President.

Section 4. Membership Process

Any person wishing to become a member of this Chapter shall submit an application to Membership Management and Recruitment Committee Chair through approved channels. Prospective members who are also IPMA-HR members will be granted membership pursuant to the requirements of Article III, Section 2 of these by-laws.

Applications of prospective Affiliate members who are not IMPA-HR members will be reviewed by the Board of Directors within one (1) month of the application whenever feasible. The Board of Directors shall consider applications individually based on a set of standards set for the NC-IPMA Handbook. Approved candidates will become Affiliate members pursuant to the requirements of Article III, Section 2 of these by-laws.

Section 5. Honorary Members

Persons acknowledged for their contribution to public personnel administration may be extended honorary membership in the Chapter, upon nomination by a member of the Board of Directors and an affirmative vote of the simple majority (half, plus one) at a Chapter meeting.

There shall be no more than 15 honorary members in the Chapter at once. No more than three (3) Honorary memberships may be extended annually. Honorary members are not required to pay annual dues and may not vote or hold elected office in the Chapter.

Section 6. Membership Dues

Membership dues shall be established by the Board of Directors and communicated to the membership annually, no later than July 1. Dues must be paid in full with the initial membership application, and will be returned in the event that a candidate is not recommended for any category of membership.

Thereafter, dues are payable annually between July 1 and August 31, after which a late fee will be assessed pursuant to Article III, Section 7 of these by-laws. Any member whose membership in the Chapter is terminated, voluntarily or involuntarily in accordance with these by-laws will not be eligible for a refund for all or part of their annual membership dues.

Chapter dues paid after the business meeting of the Annual Conference each year shall be applicable to the membership year beginning on July 1 following the conference. Chapter members who become more than three (3) months in arrears in their Chapter dues may, at the discretion of the Board of Directors, be suspended from Chapter membership.

Secretary's Note: On March 20, 1990, an amendment was unanimously approved to raise dues to \$15.00 from "not more than \$5.00 per year". On March 7, 1995, an amendment was unanimously approved by the membership which replaced a sentence limiting membership dues to not more than \$15.00 per year to sentences which require the Board of Directors to establish membership dues annually and also set a date of September 1 as the final date for payment of membership dues.

Section 7. Late Assessments

Chapter members paying dues late shall assess the following fees:

Payment Dates	Penalty
September 1 – December 31	10% of the total dues
January 1 – March 15	25% of the total dues

Members who have not paid their current year dues will be ineligible for member benefits and discounts until dues have been paid in full. This includes conference and training registrations. Dues paid after March 15 will be applied to the following year’s dues and expenses. However, if the current year’s dues and expenses have not been paid for and the member has inadvertently received member benefits and discounts during the current year, then the member must pay for both the current year and the following year’s dues.

Section 8. Members of the Chapter who have particular interests, by virtue of the nature of their work or their employment with a particular class of governments or public agencies, may organize as an official section of the Chapter with the approval of the Board of Directors. An official section is established, upon approval of its bylaws, by the Board of Directors.

Secretary's Note: An amendment approved on March 25, 1975, added Section 7 to Article III and added the words "and Official Sections" to the Article III heading. An amendment, approved on March 11, 1981, added the second sentence of Section 6.

ARTICLE IV. Chapter Officers and Board of Directors

Section 1. The officers of this Chapter shall consist of a Past President, a President, a President Elect, a Secretary, a Treasurer, and a Treasurer Elect. The Chapter Officers shall serve two (2) year terms.

Secretary's Note: An amendment, approved on September 24, 1991, increased the number of Chapter Officers from four (4) to five (5), as listed in Section 2, by adding a Treasurer Elect.

Section 2. The management of the Chapter's affairs and the development and guidance of its programs and activities shall be the responsibility of the Board of Directors of this Chapter. The Board shall have twelve (12) or more members consisting of the five (5) chapter officers, the immediate past president, six (6) Board members elected from the Chapter membership at large, and additional Board members who may represent official sections of the Chapter. Chapter officers shall serve one (1) year terms. Board members shall serve two (2) year terms. One half

of the Board members elected on March 17, 1992 will serve one (1) year terms and one half of will serve two (2) year terms. Thereafter, all elections of Board members shall be for two (2) year staggered terms or until their successors have been elected and installed. Terms for officers and Board members shall begin at a transitional meeting of the outgoing and incoming Board of Directors, following the election of the new officers and Board members, held prior to the end of the fiscal year (June 30).

Secretary's Note: By Chapter approval on March 25, 1975, this section was amended to make the immediate past president a member of the Board of Directors. An amendment approved on September 26, 1979, substituted the words "on July 1 following their election" for "at the close of the meeting at which they are elected" in the last sentence of this section. An amendment approved on March 22, 1983, replaced the previous last sentence with the last two sentences of this section and thus changed the date on which new officers assume their duties. An amendment approved on September 16, 1986, increased the number of directors (excluding officers and the immediate past president) from three (3) elected at large to six (6) elected at large, as set forth above. An amendment unanimously approved on March 20, 1990, added the words "or more" to the number of Board members (previously eleven (11)) and added "and additional Board members who shall represent official sections of the Chapter" after the sentence prescribing representation on the Board. An amendment approved on March 17, 1992, changed the term of office for Board members from a one (1) year term to two (2) year terms. The initial terms will be staggered as indicated. An amendment approved on January 8, 1998 changed this section to read that "the Board will consist of twelve (12) or more members" and removed the "ex officio" status from the office of the past president. This change provides that the immediate past president is a voting member of the Board. This amendment provides for six (6) Board members, rather than the previous four (4). An amendment approved on January 8, 1998 changed the time frame of the transitional meeting from "within 60 days following the election of the new officers and Board members" to " prior to the end of the fiscal year (June 30)".

Section 3. Eligibility for nomination, election, and service in office of President and President Elect is restricted to Chapter members who are also members of the International Public Management Association for Human Resources (IPMA-HR).

Section 4. The President shall appoint a nominating committee of three (3) members, no less than ninety (90) days prior to the Annual meeting. The President shall appoint, as chairperson of the nominating committee, the currently active member of the Chapter who most recently served as its President. The President may appoint a member to be chairperson of the nominating committee, in the event that no past President of the Chapter is currently an active member. The report of the nominating committee shall be voted on by the Chapter membership at the Annual meeting and at which time additional nominations may be submitted from the floor.

Secretary's Note: The second and third sentence of this section were added by an amendment approved on April 9, 1974. An amendment approved on January 9, 1998 changed the first two sentences of this Section to read that the "President shall appoint a nominating committee of three (3) members, no less than ninety (90) days prior to the Spring meeting".

Section 5. All members of the Chapter shall have a voice and a vote in the affairs of the Chapter. Chapter voting, on matters calling for a decision, shall be by voice or by ballot as the members may determine.

ARTICLE V. Duties of Officers and Board of Directors

Section 1. The President shall notify members of Chapter meetings and preside at all meetings of the Chapter and of 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 out the activities of the Chapter.

Secretary's Note: An amendment, approved on September 16, 1990 giving the President, instead of the secretary, the responsibility of meeting notification.

Section 2. The President-Elect shall be responsible for developing and coordinating all Chapter training programs during his/her term of office. The Chapter shall sponsor an annual training conference in the Spring of each year and three (3) other programs during the year. The President-Elect shall automatically succeed to the office of President after his/her two (2) year term as President-Elect. In the absence of the President, or his/her temporary incapacity to serve, the President-Elect shall exercise the functions covered in Section 1 of this Article. In the event of a vacancy in the office of President, the President-Elect shall serve as acting President for the remainder of the term and shall continue in office for the succeeding term.

Secretary's Note: An amendment approved on September 26, 1979, substituted the word "term" for the words "calendar year" at the end of the last sentence of this section. An amendment approved on March 15, 1994, added the first sentence assigning responsibility for coordinating training programs to the President-Elect.

Section 3. The Secretary shall be responsible for maintaining the records of the Chapter, and submitting an annual report of the Chapter's activities to the International Public Management Association for Human Resources (IPMA-HR).

Section 4. The Chapter Treasurer shall have the responsibility of 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 Treasurer will destroy all fiscal related items such as checks, receipts, forms, etc. (not to include financial reports) after 10 years from the date the item was created. The President shall annually appoint an auditing committee of three (3) members to audit the Treasurer's accounts, and the report of this committee shall accompany the Treasurer's annual financial report.

Section 5. The Chapter Treasurer-Elect shall be responsible for the receipt and custody of all chapter funds. The Chapter Treasurer-Elect shall serve as an apprentice to the Treasurer. The Chapter Treasurer-Elect shall automatically succeed to the office of Treasurer after his/her two-year term as Treasurer-Elect. In the absence of the Treasurer, or his/her temporary incapacity to serve, the Treasurer-Elect shall exercise the functions covered in Section 4 of this Article. In the

event of a vacancy in the office of Treasurer, the Treasurer-Elect shall serve as acting Treasurer for the remainder of the term and shall continue in office for the succeeding term.

Secretary's Note: An amendment, approved on September 24, 1991, added the Treasurer-Elect position to the Chapter Officers. The previous sections 5 and 6 are now sections 6 and 7, respectively.

Section 6. The Board of Directors shall meet at the discretion of the President; such meetings to be held no less than every six (6) months. Board meetings shall be for the purpose of reviewing the activities of the Chapter, developing plans for future activities, and for considering matters brought to the attention of the Board by the Chapter officers or by the Chapter membership.

Section 7. If any of the Chapter officers or members of the Board of Directors, other than President, should cease to meet qualifications of their office, resign, or be unable to discharge the duties of their office, and if the unexpired portion of the term is ninety (90) days or more, the Board of Directors shall name a successor to fill the unexpired term. If the unexpired portion of the term is less than ninety (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.

Secretary's Note: An amendment approved on March 22, 1988, changed the wording of the first sentence of Section 7 to specify that a vacancy is created when an incumbent ceases to meet the qualifications of the office held.

ARTICLE VI. Chapter Meetings

Section 1. The Chapter shall meet annually in the Spring of each year and sponsor three (3) other meetings during the year. The Board of Directors shall set the time and place of Chapter meetings, and the President, or designee, shall notify the members.

Section 2. A quorum shall consist of at least twenty five (25) members of the Chapter or twenty five percent (25%) of the Chapter membership, whichever is less, at any meeting held for the purpose of transacting Chapter business.

Secretary's Note: An amendment approved on January 8, 1998, substituted "whichever is less" for "whichever is greater in this Section.

Section 3. Robert's "Rules of Order" shall govern the proceedings of the Chapter, except as herein provided.

Secretary's Note: An amendment approved on March 11, 1981, substituted "Board of Directors" for "President" in the second sentence of Section 1.

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 no less than 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 sent by the Secretary to the members, in writing no less than thirty (30) days prior to the date on which the amendments are to be voted on by the members. The text of proposed amendments initiated by petition may be accompanied by the recommendation of the Board of Directors.

Section 3. The adoption of any amendment to these bylaws requires the affirmative vote of no less than two thirds of the members present and voting at a meeting. An electronic vote via email may also constitute a vote in lieu of being present. Amendments shall become effective immediately upon adoption, unless otherwise specified in the amendments, subject to the provision of Section 4 of this Article.

Section 4. Whenever the bylaws of the Chapter are amended, the Secretary shall prepare a revised draft of the bylaws incorporating such amendments, and shall transmit a complete copy of the revised bylaws to the office of the International Public Management Association. 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 shall be referred back to the Chapter membership for reconsideration.

ARTICLE VIII. Effective Date

These bylaws shall be submitted for approval by the Executive Council of the International Public Management Association, and shall become effective upon approval by the Executive Council.

Adopted by the North Carolina Chapter of the International Public Management Association on April 4, 1973 (approved by the Executive Council of the International Public Management Association on May 23, 1975).

Adopted Amendments:

Apr 4, 1973

Apr 9, 1974

Mar 25, 1975

Sep 26, 1979

Apr 22, 1980

Mar 11, 1981

Mar 22, 1983

Sep 24, 1985

Sep 16, 1986

Mar 22, 1988

Sep 26, 1989

Mar 20, 1990

Sep 18, 1990

Sep 24, 1991

Mar 17, 1992

Mar 15, 1994

Mar 7, 1995

Sep 11, 2007

Mar 25, 2011