



CONSTITUTION AND BYLAWS OF THE ARKANSAS PUBLIC EMPLOYERS HUMAN RESOURCES ASSOCIATION

Article I. Name and Affiliation

The name of this organization shall be “Arkansas Public Employers Human Resources Association Chapter of the International Public Management Association for Human Resources – United States”.

The geographical area covered by this Chapter shall be the entire State of Arkansas.

Article II. Purpose

The purpose of this Association shall be to promote excellence in Public Sector human resources management in the State of Arkansas by:

- (a) Providing a forum for persons engaged in public human resource to discuss their current problems and to provide a medium for mutual self-improvement.

- (b) Obtaining and circulating the latest and most current information available for human resources administration management issues, with a special emphasis on those issues specific to public sector employers.
- (c) Encouraging active cooperation and exchange of information among members and providing information and guidance to persons new to the profession.
- (d) Hosting, sponsoring and conducting conferences, seminars, meetings and workshops to foster professional development and the study of human resources issues.
- (e) Encouraging and facilitating cooperative action regarding human resource matters of mutual concern among the public sector within the State of Arkansas.
- (f) Analyzing, reviewing and providing input on legislative matters dealing with human resources administration in the Arkansas public sector.
- (g) Disseminating and exchanging information, data, and analysis of policy pertaining to all areas of labor and employee relations, including collective bargaining, compensation, and other areas in which the Arkansas public sector may become involved.
- (h) Fostering communication, cooperation and support among members and related agencies to promote sound public policies, bargaining practices (if applicable), and legislation.
- (i) Providing a voice for Arkansas public sector management and human resources professionals in the development of state and national policy affecting human resources and employee/labor relations.
- (j) To implement the objectives and program of the International Personnel Management Association for Human Resources - United States within the Chapter area.

Article III. Membership

Membership in the Chapter shall be open to any person within the State of Arkansas who: (1) is a current member of the International Public Management Association for Human Resources; or (2) supports the objectives and programs of this Chapter and the International Public Management Association for Human Resources.

Section 3.01 Application for Membership

- (a) Applications for membership shall be made in writing using the membership application form. The applicant shall certify that he/she qualifies under the conditions for specified membership category selected on the application and supports the Association's purposes and objectives. Membership dues are payable at the time of the application is submitted.
- (b) All new membership applications shall be reviewed and approved by the Executive Board. With Executive Board approval, new members shall be afforded all membership rights and privileges associated with their membership category from the date of board approval.
- (c) Each member, in consideration of his or her acceptance to membership in the Chapter, expressly waives and relinquishes all rights to make claims of any kind against the Chapter or its officers. The Chapter shall not be held responsible or liable in any way for any injury, loss or damage to the person or property of any individual, any member, or group of members at any time or any place.

Section 3.02 Membership Categories

- (a) Professional - Individuals who are engaged in the profession of human resources management within the public sector, or engaged in public sector work providing services to public sector employees. *Professional members will have full rights and privileges to vote, hold office and chair committees.*
- (b) Associate - Individuals who do not meet the qualifications for Professional membership, but can demonstrate to the satisfaction of the Executive Board a bona fide interest in: (1) human resources management or providing services to public sector employees, and

- (2) promoting the objectives and programs of this Chapter. *Associate members may vote and chair committees, but cannot hold office.*
- (c) Student - Individuals who are currently enrolled in a course of study related to human resources management or public administration at an accredited college or university in the State of Arkansas. *Student members may not vote, hold office or chair committees.*
- (d) Emeritus - Individuals who were active Chapter members for at least five (5) consecutive years, and are retired from full-time employment within the public sector of human resources management. *Emeritus members shall retain the same rights and privileges of Associate members, and will not be required to pay annual membership dues.*

Section 3.03 Dues and Meeting Fees

- (a) The association shall be primarily dependent upon the dues of its members and sponsors for support. Annual membership dues shall be established and reviewed as needed by the duly elected Executive Board for the Chapter. The Executive Board may elect to change dues, however this action is subject to confirmation at the next scheduled annual conference or other duly authorized meeting by majority vote of the general membership.
- (b) Annual membership dues and renewals are payable in January of each calendar year. Any member who fails to pay or renew his or her annual membership dues by March 1st shall be dropped from the Chapter's membership roster.
- (c) Fees for meetings, conferences or other programs are payable prior to, or on the date of the event. The cost of these events, including but not limited to the cost of meals and associated materials, will be determined by the Executive Board and reviewed as needed.

Article IV. Officers

Section 4.01 Executive Board

The Executive Board will consist of the following seven (7) officer positions:

- (a) President
- (b) First Vice President (President Elect)
- (c) Vice President of Programs
- (d) Secretary/Treasurer
- (e) Parliamentarian
- (f) Members-at-Large (2 positions)

Section 4.02 Officer Requirements

Officers must be active, Professional members in good standing. Officers must have attended at least 50% of the meetings held during the year in which they are nominated and continue to do so while serving each year of their elected term.

Section 4.03 Election of Officers

The Immediate Past President will serve as chair of the nominating committee, along with two other Professional or Associate members selected by the President, with approval from the Executive Board.

The nominating committee will announce the vacant Executive Board positions and begin accepting nominations bi-annually at the third quarter meeting during odd-numbered years. The nominating committee will then present their recommended slate of officers at the annual Association (fourth quarter) meeting. The slate is to include selections for the offices of First Vice President (President Elect), Vice President of Programs, Secretary/Treasurer, Parliamentarian, and two (2) Members-at-Large. Nominations may also be received from the floor during that time.

Following nominations from the floor, the nominations will be closed and voting will proceed. Election to office requires a majority vote of the eligible voting members present. Any contested election will be decided by secret ballot.

Section 4.04 Terms of Office

All terms of office shall normally be for two years, with no current Officer being allowed to run for a consecutive term in the same position. The duly elected First Vice President, at the conclusion of their term, will

automatically serve another two year term as President. Officers will assume their positions on January 1st, following the election of officers.

Section 4.05 Vacancies of Officers

Vacancies of the office of Vice President of Programs, Secretary/Treasurer, Parliamentarian and Members-at-Large shall be filled by appointment by the President to complete the remaining term vacancy, subject to the ratification of the Executive Board. In the event the President is unable to complete the full term of office, the First Vice President shall serve the remaining portion of the unexpired term of President, upon ratification of the Executive Board and then serve their elected term as President in the upcoming term year. A vacancy in the office of First Vice President shall be filled by a special election of the membership.

Section 4.06 Removal from Office

An elected officer of the Association may be removed from office for cause by a vote of the majority of members present at any regularly or special scheduled membership meeting provided that written notice of such upcoming vote has been distributed to all members at least three weeks prior to the date of the meeting unless an emergency exists.

Article V. Duties of Officers

Section 5.01 President

It shall be the duty of the President to preside over all meetings, to see that proper order and decorum are maintained, to bring to the attention of the members such matters of interest as they should be apprised of, and to strictly enforce the By-laws of the Association. It shall also be the duty of the President to appoint a nominating committee and any committee chairpersons necessary to carry on the activities of the Association.

Section 5.02 First Vice President (President Elect)

The President Elect shall fulfill the duties of the President in the President's absence. The President Elect shall assist the President as requested and provided guidance to the other officers of the Association. The President

Elect shall actively encourage membership for eligible persons and carry out such direction as the President shall give in reference to the maintenance and welfare of the Association.

Section 5.03 Vice President of Programs

The Vice President of Programs shall be responsible for arranging programs for all regular and special meetings as directed by the President of the Association, including the annual meeting. They shall have the authority to appoint sub-committee(s) to help plan and implement activities associated with the program year.

Section 5.04 Secretary/Treasurer

The Secretary/Treasurer shall be responsible for keeping a full and complete record of all regular and special meetings of the membership and the Executive Board. The Secretary/Treasurer shall be responsible for all money, receipts and disbursements of the Association funds. The Secretary/Treasurer shall have at each meeting a report of receipts and disbursement at the close of the preceding month. The Secretary/Treasurer shall also be responsible for the notification of membership dues, and publishing an annual membership roster.

Section 5.05 Parliamentarian

The Parliamentarian will oversee the election process of new members to the Executive Board. The Parliamentarian will also ensure all bylaws and proper protocols are followed during meetings.

Section 5.06 Members-at-Large

The two Members-at-Large shall be responsible for promoting the Association through partnerships with community agencies and local businesses, and assisting in securing sponsorship for Association functions and programs. Members-at-Large shall also be responsible for publicity of the Association and coordinating the publishing of any press releases.

Article VI. Meetings

Section 6.01 Regular/Annual Meetings

Regular meetings will be held once each quarter at a minimum of 4 meetings per membership year, at the location of the hosting City. Hosting Cities will be selected on a volunteer basis. The fourth quarter meeting will be designated as the annual meeting. The Individuals attending will be responsible for their own lodging (when necessary), and the cost of any meals.

Section 6.02 Special Meetings

The President, as necessary, may call special meetings and the Secretary/Treasurer will notify members of such meetings.

Article VII. Committees

Section 7.01 Special Committees

Special Committees or task forces may be organized by the President to meet particular association needs.

Section 7.02 Standing Committees

- (a) Standing Committees shall meet at the call of their chair or upon request of a majority of their members. A majority of the committee members present shall constitute a quorum for conducting committee business.
- (b) The President from the members of the Association shall appoint the chair of each Standing Committee.
- (c) Each member of a Standing Committee shall continue as such until the next annual meeting of the members of the Association and until his /her successor is appointed.
- (d) Appointments made by the Chair of that Committee may fill vacancies in the membership of any committee.
- (e) The President with ratification of the Executive Board may remove a Standing Committee member for cause.

- (f) Should any committee, for whatever reason, fail to perform above said duties, the Executive Board shall act in the committee's stead until a new committee can be formed.
- (g) Standing Committee's may be formed by the President with approval of the Executive Board when deemed appropriate to the best interest of the Association.
- (h) Standing Committee's consist of but not limited to:
 - 1. Nomination Committee
 - 2. Programs/Public Relations Committee
 - 3. Diversity Committee
 - 4. Historical Committee
 - 5. Annual Conference Committee
 - 6. Awards Committee

Article VIII. Parliamentary Procedures

Robert's Rules of Order shall govern all parliamentary procedure unless otherwise specified.

Article IX. Amendments

Bylaws may be amended at any regular or special membership meeting of the Association by a two-thirds (2/3) vote of active members present, provided that written notice and copies of the proposed amendments to be considered have been sent to all active members at least thirty (30) days prior to the meeting.

The Executive Board, subject to final ratification at the next regularly scheduled meeting of the Association membership, may also make an emergency change. Proposed amendments and method of amendment must be approved by a majority vote to the Executive Board prior to being submitted to membership.

Article X. Chapter Liabilities

The International Public Management Association for Human Resources -

United States is not responsible for any liabilities this Chapter might incur.

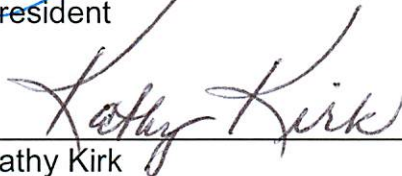
Article XI. Effective Date

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

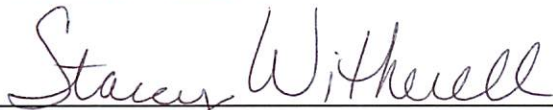
Originally adopted and approved on February 26, 2002 by the Arkansas Public Employers Human Resources Association Executive Board, listed Officers, and the Executive Council of the International Public Management Association for Human Resources - United States. Last revised and approved by a majority vote of members present on June 28, 2013.



Vernon James, SPHR, IPMA-CP
President



Kathy Kirk
First Vice President



Stacey Witherell, SPHR
Secretary/Treasurer

Originally Adopted and Approved: February 26, 2002
Revised and Approved: June 13, 2004
Revised and Approved: October 3, 2008
Revised and Approved: March 30, 2012
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