



**Greater Kansas City Chapter**

**BYLAWS**

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## **GREATER KANSAS CITY CHAPTER - IPMA**

### **CHAPTER BYLAWS**

#### **ARTICLE I - NAME AND GEOGRAPHICAL AREA**

Section 1. This Chapter shall be known as the "Greater Kansas City Chapter of the International Personnel Management Association - United States."

Section 2. The geographical area covered by this Chapter shall be the Kansas City, Missouri, metropolitan area and adjacent portions of Kansas and Missouri.

#### **ARTICLE II - OBJECTIVES**

Section 1. The objectives of this Chapter shall be as follows:

1. To provide a forum for persons engaged in public personnel administration to discuss their current problems.
2. To provide a medium for their mutual self-improvement by exchanging ideas, information and experiences with persons in related fields for the self-improvement and benefit of members of the Chapter.
3. To implement the objectives and programs of the International Personnel Management Association - United States within the chapter area through providing continuity of attack on problems, and by assisting in planning the Association's programs.
4. To explain and interpret the objectives and methods of public personnel administration to the general public, civic groups, public officials and public employees.
5. To encourage and facilitate cooperative action among public jurisdictions and private employers within the chapter area on personnel problems of mutual concern.

Section 2. No part of the Chapter's net earnings shall inure to the benefit of, or be distributable to its members, directors, officers or other private persons, except that the Chapter shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth

in this Article. No substantial part of the activities of the Chapter shall be the carrying on of propaganda or otherwise attempting to influence legislation, and the Chapter shall not participate in, or intervene in (including the publishing and distribution of statements) any political campaign on behalf of or in opposition to any candidate for Public office. Notwithstanding any other provision of these Articles, the Chapter shall not carry on any other activities not permitted to be carried on:

- (a) By a corporation exempt from federal tax under §501 (c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or
- (b) By a corporation, contributions to which are deductible under §170 (c)(2) of the Internal Revenue Code or the corresponding section of any future federal tax code.

### **ARTICLE III - CHAPTER MEMBERSHIP**

Section 1. Membership in this Chapter shall be open to any person within the chapter area who is a member of the International Public Management Association for HR. Membership also shall be available to any person who is not a member of the International Personnel Management Association – HR but who is in support of the objectives and programs of this Chapter and of the International Public Management Association for HR - United States.

Section 2. The annual dues for Chapter membership shall be established by the Board of Directors of the Chapter. The Board of Directors, by majority vote, may waive the dues of a member in lieu of postage, supplies, services and/or materials provided to the Chapter by that member.

Section 3. Honorary Life Membership may be granted to one individual annually by the Board of Directors. The Honorary Life Membership may be granted to an individual who has rendered distinguished service in advancing or upholding the purpose of this organization. The annual dues to the Greater Kansas City Chapter will be waived for Honorary Life Members.

## **ARTICLE IV - CHAPTER OFFICERS AND BOARD OF DIRECTORS**

Section 1. The officers of the Chapter are President, President-Elect, Secretary, Treasurer, and Program Chair. The President and President-Elect must be voting members of IPMA- HR. The term of office of the President, President-Elect, Secretary, Treasurer, Program Chair and Members At-Large shall normally be for one (1) year from the date of election beginning July 1 or until their successors have been elected and installed. With the exception of the President and President-Elect, any officer may be elected to serve a second consecutive term in the same position. In no event shall any officer serve more than two (2) consecutive terms in the same office. If the President and/or President-Elect are not voting members of IPMA-HR and the officer's entity will not pay for the National membership, the Chapter will pay for an individual membership for either or both of these two officers.

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 eight (8) members, consisting of the four (4) Chapter officers, Past-President, and two (2) additional members elected from the Chapter membership at large.

Section 3. At least sixty (60) days prior to the election of the officers and other members of the Board, the President shall appoint a nominating committee of three (3) members. This committee shall present to the membership its nominations for the Chapter Officers and Board Members. The report of the nominating committee shall be voted on by the Chapter membership at the annual election to be held in the spring of each year at which time additional nominations may be submitted from the floor. All elected officers shall assume office on each July 1.

Section 4. All members of the Chapter shall have a voice and a vote 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 THE OFFICERS AND THE BOARD OF DIRECTORS**

Section 1. The President shall preside at all meetings of the Chapter and of the Board of Directors. The President shall appoint a nominating committee, a three (3) member audit committee to audit the Treasurer's accounts and other such 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 in the event of the President's temporary incapacity to serve, the President-Elect shall exercise the functions covered in Section 1 of this Article. The President-Elect shall automatically serve a term as President upon completion of his/her term as President-Elect. The President-Elect shall be responsible for recruiting new members, preparing and distributing new membership orientation

materials, updating the membership eligibility list, obtaining door prizes and a plaque for outgoing President, and chairing the awards committee.

Section 3. The Secretary shall be responsible for keeping the membership records and other 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 - United States containing a summary of chapter activities, new officers, and membership list

Section 4. The Treasurer shall be responsible for the receipt, custody, deposit and disbursement of Chapter funds, subject to the control and review of the Board; preparation and submission to the members of an annual financial report accompanied by a copy of the Audit Committee's report; and submission of such other reports to the Board as the Board may require.

Section 5. The Program Chair shall be responsible for program and member development activities.

Section 6. The members-at-large shall be responsible for serving as committee chairs for ad-hoc committees or as members of special task forces established by the president to carryout additional duties, projects, needs or initiatives of the chapter.

Section 7. The Past-president shall be responsible for the development and distribution of the chapter's newsletter.

Section 8. The Board of Directors shall meet at the call of the President, such meetings 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 for considering other matters brought to the attention of the Board or the Chapter Officers or by the Chapter membership. All purchases of more than five hundred dollars (\$500.00) shall require prior approval of the Board.

Section 9. If any of the Chapter officers should resign or be unable to discharge the duties of their office, the President shall designate one of the Board members to discharge the duties of the office until the next regular election is held.

## **ARTICLE VI - ANNUAL CONFERENCES**

Section 1. Regional Conference. The Chapter will pay the registration fee and the travel cost or room cost (whichever is the lowest) for the President to attend. If for any reason the President cannot attend the paid conference expenses will be offered to the Board members in the following order: President-Elect, Secretary, Treasurer, Program Chair, drawing of At-Large Members.

Section 2. International Training Conference. While IPMA-HR provides one (1) complimentary registration to each Chapter for the International Training Conference the Greater Kansas City Chapter will offer this complimentary registration to the President. If the President cannot attend, the complimentary registration will be offered to the Board of Directors in the following order: President-Elect, Secretary, Treasurer, Program Chair, drawing of At-Large Members. If the Board of Directors cannot utilize this complimentary registration then the Chapter will select from all interested paid Chapter members and Honorary Life Members by a drawing.

## **ARTICLE VII - ANNUAL AWARDS**

Section 1. In order to recognize and honor members of the Greater Kansas City Chapter who have made outstanding contributions to the purpose and conduct of the Greater Kansas City Chapter, the Board of Directors has established the Thomas F. Lewinsohn Award, which may be conferred on one (1) person each year.

Section 2. The major criteria are that any person selected:

1. Be a practitioner in personnel management promoting sound, positive, innovative, and effective personnel principles and;
2. Be an active member in the Greater Kansas City Chapter motivating and promoting professional growth in the personnel field.

Section 3. Members of our Chapter are the best resources for identifying persons who deserve to have their services acknowledged because they have made special contributions to the public personnel field, and/or the Chapter. All Chapter members are eligible to submit nominations. The President-Elect shall forward nomination forms to all members of the Chapter by January 31 of each year. Nominations must be on the official nominating form. The Award will be presented at the spring meeting.

## **ARTICLE VIII - CHAPTER MEETINGS**

Section 1. A minimum of four (4) Chapter meetings shall be held annually. The President sets the time and the place of Chapter meetings, and the Secretary shall notify the members.

Section 2. At any Chapter meeting held for the purpose of transacting Chapter business, a quorum shall consist of at least ten (10) members of the Chapter. However, the Board of Directors maintains the authority to meet at times other than Chapter meetings for the purpose of planning chapter activities, establishing goals, and performing administrative functions.

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

proceedings of the Chapter.

## **ARTICLE IX - 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 (10) members of the Chapter. Amendments initiated by petition shall be addressed to the President for submission to the Chapter membership.

Section 2. 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-HR together with a request that the proposed bylaw changes be reviewed for conformity with policies of the International Public Management Association – HR 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 3. Proposed amendments shall be transmitted by the Secretary to the 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 of Directors.

Section 4. Any amendments to these bylaws deemed by the Executive Council to be in conflict with the objectives of the International Public Management Association for Human Resources shall be referred to the Chapter membership.

## **ARTICLE X - DISSOLUTION OF THE CHAPTER**

Section 1. The Chapter shall be dissolved upon the unanimous vote of all members of the Board of Directors.

Section 2. Upon dissolution of the Chapter, the Board of Directors shall, after paying or melting provision for the payment of all liabilities of the Chapter, dispose of all assets of the Chapter exclusively for the purpose of the Chapter in such a manner or to such an organization or organizations organized and operated exclusively for the charitable, educational, religious, or scientific purposes as shall at the time qualify as exempt organizations under Section 501 (c)(3) of the Internal Revenue Code of 1954 (or corresponding provision of any future United States Internal Revenue Law), as the Board of Directors shall determine.

## **ARTICLE XI - CHAPTER LIABILITIES**

The International Public Management Association –HR is not responsible for any

liabilities this Chapter might incur.

**ARTICLE XII - FISCAL YEAR**

The fiscal year begins on each July 1st and concludes each June 30th.

**ARTICLE XIII - EFFECTIVE DATE**

These bylaws shall become effective upon approval by the Executive Council of the International Public Management Association – HR.

Amended 2/14/02

## **NATIONAL AND REGIONAL RESOURCES**

### **SERVICES PROVIDED BY THE NATIONAL ASSOCIATION**

The Association can be of assistance to chapters in their ongoing activities.

#### **Bylaws/Amendments**

The Association approves chapter bylaws and any amendments made to those bylaws. The primary purpose for this review is to ensure that the objectives and structure of chapters is in accord with the national Association. Additionally, the Association authorizes chapter charters and, in those appropriate instances, dissolves a chapter.

#### **Complimentary Conference Registration**

The Association will provide one complimentary International Training Conference Registration for each Chapter, for use as the Chapter leadership sees fit. Chapters will be notified of the availability of this program prior to each year's conference. Requests for complimentary registration must be made in writing by the Chapter President.

#### **Chapter/Region/Section Leadership Conference**

IPMA-HR conducts a leadership program for chapter, region and section volunteers annually in the Washington, DC area in August. Participation to the Leadership Conference is by invitation to one officer designated by a chapter and for both the president and president-elect of the regions and sections. There is no fee for the 1 ½ day Conference, and the Association pays the hotel expenses of the designated chapter, region and section leaders.

#### **Chapter Rebates**

An additional service that the Association provides chapters is the coordination of the chapter rebate program. The Association provides an annual rebate for each individual who is both a member of IPMA-HR and a member of the local chapter. Rebates are authorized after the

chapter has submitted a written report and met criteria which demonstrate the chapter's viability.

### **Agency Member Rebate Program**

The Association also has a program whereby funds are provided to the chapters for their role in soliciting new Agency members of the Association. The plan provides, for each new Agency member signed up through efforts of a chapter, a 50% rebate to the respective chapter of the new Agency dues in the first year of membership, 30% in the second year of membership, and 20% in the third year of membership provided the Agency member has not been a member of the Association for at least 2 years prior to its joining or rejoining the Association. The only requirement for proof of the chapter serving as the recruiting party is a written statement from the new Agency member indicating the party responsible for the recruitment.

### **Individual Member Rebate Program**

The Association also has a program whereby funds are provided to the chapters for their role in soliciting new Individual members of the Association. The plan provides, for each new Individual member signed up through efforts of a chapter, a \$35 rebate to the respective chapter, provided that the Individual member has not been a member of the Association for at least 2 years prior to its joining or rejoining the Association.

### **Chapter News**

One of the primary purposes of the *IPMA News*, the Association's monthly newsletter, is to provide information regarding chapter activities. Chapters are encouraged to forward to the director of Association Services, information together with photographs, as appropriate, on chapter activities that could be utilized in the monthly newsletter to the membership. It is a goal of the Association to highlight or feature a number of different chapters each month in *IPMA News*.

### **National Member Information**

One of the primary ways the Association can help chapters is by providing information on Association members residing within the geographic boundaries of a chapter. The national headquarters can provide information on those individuals who are members of the national Association that might be interested in chapter membership. Additionally, on a regular basis, the national headquarters forwards the names and addresses of new IPMA-HR members to each chapter president so that the chapter may promote chapter membership. Chapters should be involved in promoting national Association membership as well. For information on cooperative membership recruitment efforts, such as direct mail or other methods of jointly promoting Association and chapter membership, contact the Senior Director of Association Services.

### **Web Updates**

The Association provides a link from the IPMA-HR website to chapter homepages as available, and for chapters without their own website, IPMA-HR lists information pertaining to chapter membership, and chapter events on the IPMA-HR homepage. [www.ipma-hr.org](http://www.ipma-hr.org)

### **Central Records Depository**

The Association currently stores key historical documents and records that have been provided by the chapters in a central off-site facility. The central records depository includes important chapter materials such as annual reports, financial reports, minutes of business meetings and names and addresses of chapter officers.

### **IPMA-HR Speakers Bureau**

IPMA-HR provides chapters with access to a compiled Speakers Bureau, which is maintained on the IPMA-HR website. The Speakers Bureau provides information on HR speakers and consultants throughout the United States, and can be used by chapters in identifying

local experts on HR topics.

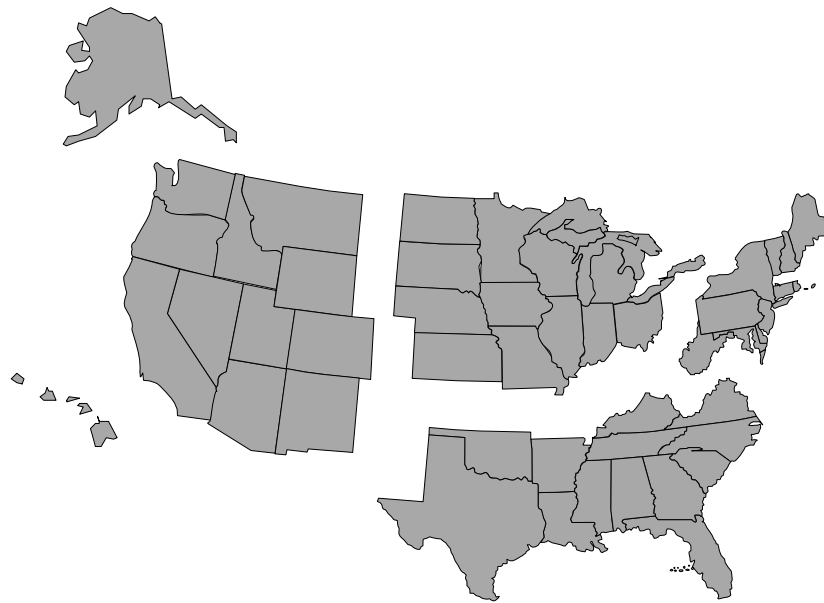
### **Meetings Supplies**

IPMA-HR also provides various meeting supplies at nominal cost to the chapters to enhance the professionalism of their meetings. Ribbons, indicating positions within the chapter are available, as are blank badges, badge holders and IPMA-HR pocket folders to hold meeting materials. In addition, the Association can provide recognition certificates for chapter officers, speakers, or award recipients.

## REGIONAL STRUCTURE

The Association is divided into four regions. They include the Eastern Region, the Central Region, the Southern Region, and the Western Region. The following map of the United States shows the division of the country into the four regions.

All regions convene a regional conference each spring, which is devoted to educational programming of interest to chapter members. Chapter members are encouraged to participate in their regional conferences and the other activities of the region.



### Eastern Region

ME, NH, VT, NJ

MD, MA, NY, WV

PA, RI, CT, DE

PR, VI,

### Southern Region

VA, NC, SC, GA,

FL, KY, TN, AL,

MS, AR, OK, LA

TX

### Central Region

OH, IN, MI, IL

MO, IO, WI, MN

ND, SD, NE, KS

### Western Region

WA, OR, CA, ID, HI,

NV, UT, AZ, WY,

CO, NM, MT, AK,

## **IPMA-HR HISTORY**

The International Public Management Association for Human Resources' commitment to improve public human resource management through merit system principles dates back to the presidency of Theodore Roosevelt in 1906. The International Public Management Association for Human Resources (IPMA-HR) is a non-profit, educational organization established for the purposes of fostering and developing sound policies and practices in public human resource administration. Primarily a membership organization, the Association provides a program of services to personnel agencies; encourages and coordinates research activities in personnel administration; and fosters the career growth of individuals engaged in the human resource field. IPMA-HR was established in January 1973 through the consolidation of the Public Personnel Association, founded in Chicago in 1906, and the Society for Personnel Administration, founded in Washington, DC in 1937.

The first meeting of IPMA-HR's original parent organization, the National Assembly of Civil Service Commissions, took place on May 16-17, 1906, in Washington, D.C. Sixty representatives from approximately 20 state and local civil service commissions responded to an invitation from the members of the U.S. Civil Service Commission "to discuss problems arising in the enforcement of the civil service laws, to devise methods to meet those problems, and to compare results and past experience." The highlight of the meeting came when the group was invited by President Roosevelt, a former member of the U.S. Civil Service Commission, to meet with him in his office. Roosevelt spoke to the group about the importance of a strong yet "flexible" civil service system to attain "effective business administration of the public service."

Since 1906, the Association has grown in size and stature throughout the world and today is recognized as the professional representative of public human resource managers from

all levels of government. The members have significantly reshaped and improved the quality of public human resource management in the past, and with the professional commitment of its members, will continue to pioneer the innovative achievements of the profession in the future.

In 2002, International Personnel Management Association members voted to change the organization's name to International Public Management Association for Human Resources (IPMA-HR).

Local IPMA-HR chapters have long played an important role in the growth and development of personnel administration and have been one of the most significant components of organizational strength in the International Public Management Association for Human Resources.