



# **BYLAWS OF THE KANSAS CHAPTER OF THE INTERNATIONAL PUBLIC MANAGEMENT ASSOCIATION FOR HUMAN RESOURCES UNITED STATES**

## **ARTICLE I –NAME AND GEORGRAPHICAL AREA**

Section 1 – This chapter shall be known as “IPMA HR – KS” The Kansas Chapter of the International  
l Pubic Management Association for Human Resources – United States.

Section 2 – The geographical area governed by this chapter shall be the State of Kansas, excluding  
the portion of Kansas directly adjacent to the Kansas City, Missouri, metropolitan area.

## **ARTICLE II – OBJECTIVES**

The objectives of this chapter shall be as follows:

1. To advance the purposes and objectives of the International Public Management Association within the State of Kansas: specifically,
  - a. Promote excellence through the ongoing development of professional and ethical standards, and career development
  - b. Enhance the image of human resource professionals by recognizing their contribution to public service,
  - c. Foster fairness and equity by promoting applications of merit principles and equal opportunity for all,
  - d. Promote communication and sharing of information among human resource professionals.
2. To encourage and facilitate the continuing development of the profession of public human resource management through research, sharing information and resources, developing professional partnerships, and sharing our individual and common successes.
3. To encourage and facilitate the continuing individual development of the membership by providing learning opportunities, encouraging, professional growth, mentoring one another and those new to the profession, and acknowledging our colleagues’ accomplishments.

## **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 this chapter and of the International Public Management Association. Membership categories may be established by vote of the membership in order to advance the objectives of the chapter.

Chapter Membership Categories are as follows:

**PROFESSIONAL MEMBERSHIP:** Any member of IPMA-HR Kansas who is not an Individual or Agency member of the International Public Management Association for Human Resources automatically becomes an Associate Member of IPMA-HR in addition to their membership to IPMA-HR Kansas Chapter. Associate Membership includes the following benefits: weekly IPMA-HR Bulletin delivered via email, access to on-line publications including the monthly IPMA-HR *HR-News magazine* and quarterly *Public Personnel Management Journal*, and member discounts to all professional development opportunities offered by IPMA-HR. Professional Membership also includes free registration for covered meetings/trainings session (four yearly) including lunch.

**STUDENT MEMBERSHIP:** Student members receive all benefits of professional membership. Students must be actively engaged in an educational program that focuses on public management or human resources management; or exploring the profession of public or human resources management through an educational program.

**IPMA-HR KANSAS HONORED COLLEAGUE MEMBERSHIP:** may be awarded to a current or past member of IPMA-HR Kansas who is retired or no longer employed full-time in the field of Human Resource Management. Honored Colleague Membership will be awarded through majority vote of members at a regular quarterly chapter meeting. Criteria for this award is a record of leadership in the profession of public HR management which may be demonstrated by significant contributions and service to IPMA-HR Kansas and/or at the regional or national associations, and/or other distinguished professional accomplishments. There will be no dues for Honored Colleague Membership. Although Honored Colleague members shall remain on the roster of active members in perpetuity they will have no voting rights in chapter business. The chapter will pay no "Associate Member" fee to IPMA-HR on behalf of Honored Colleague members. However they will receive Associate Member benefits provided by IPMA-HR.

Section 2 – The annual dues for chapter membership shall be recommended by the Board of Directors and approved by a simple majority of members. Membership dues renew annually. Annual membership will be July 1 – June 30. New memberships will be prorated quarterly.

Membership Dues are set as follows:

**PROFESSIONAL MEMBERSHIP:**

\$120.00/Full Year (paid dates between July 1 – October 31);

\$30.00/ Pro-Rated Per Quarter;

**STUDENT MEMBERSHIP:** No yearly dues. Student Membership includes all benefits of professional membership, however Students are charged \$20.00 for each meeting to cover costs of lunch and meeting expenses.

**NON-MEMBERS** – Non-Members are charged \$40.00 for each meeting to cover costs of lunch and meeting expenses.

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

Section 1 – The Officers of this chapter shall consist of a President, President-Elect, Past President, Secretary, Treasurer, At-Large Member A, and At-Large Member B.

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 term of office for the President-Elect, President, and Past President will be for one (1) year each and shall be successive, other officers shall be elected for two (2) year terms beginning on July 1, or until their successors have been elected and installed. The Treasurer and one (1) member-at-large will be elected in odd numbered years. The Secretary and one (1) member-at-large will be elected in even numbered years. If there is no Past President a 3<sup>rd</sup> member-at-large will be elected.

Section 3 – 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. A majority of the total number of Board members shall constitute a quorum for the transaction of business.

Section 4 – At least thirty (30) days prior to the expiration of the terms of the officers, the President shall ask for nominations from the Chapter’s membership. Those nominated will be contacted to confirm their interest in serving on the Board. All members who indicate interest will be listed on the ballot. Ballots may be conducted via paper or electronically.

## **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 the nominating committee, together with such other committees as the Board may deem necessary or appropriate for carrying out the activities of the chapter.

Section 2 – In the absence of the President or by the President’s temporary incapacity to serve, the President-Elect 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 the chapter meetings, and for submitting an annual report of the chapter’s activities to the International Public Management association – United States containing 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 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 Past-President shall serve as a Vice-President for corporate legal purposes and performs specific assignments delegated by the President.

Section 6 – If any of the chapter officers or Board members should resign or be unable to discharge the duties of their office and if the un-expired portion of the term is ninety (90) days or more, the Board of Directors shall call a special election. If the un-expired 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.

## **ARTICLE VI-FINANCIAL POLICIES AND PROCEDURES**

These financial policies and procedures shall be implemented at all times consistently with the organization's by-laws and shall be reviewed annually by the Board.

The fiscal year of the organization is January 1 through December 31.

### **Bank Account**

1. Signature Authority
  - a. Three board members shall have signatory authority for the IPMA-HR checking account and must be on the signature card on file at the bank.
  - b. Credit cards and ATM cards shall not be used for this account.
2. Signature Requirements
  - a. Two individuals who have signatory authority must sign each check.
  - b. Two of the three board members who have signatory authority can issue checks up to and including \$ 500. For any checks that are greater than \$500, a quorum of board members must review and approve the documentation.
3. Request of Funds
  - a. An itemized receipt must be provided for reimbursement, if available.
  - b. The Treasurer will complete a reimbursement form describing the purchase and attach this with the itemized receipt.
  - c. A check will be written for reimbursement.
4. Receipts
  - a. All membership dues shall be sent directly to the President as stated on the Membership Form.
  - b. The President shall endorse the check immediately with the notation "For Deposit Only". A copy of the check, or the check stub, shall be maintained by the Treasurer for five (5) years.
  - c. Checks and cash shall be deposited within a week of receipt; all receipts of cash will be accompanied by the issuance of a cash receipt by the President.
  - d. Deposits shall be made intact and cash shall not be returned back upon deposit.
  - e. The Secretary and the Treasurer shall receive a scanned copy of the Membership Form and date of deposit of funds.
5. Reconciliations
  - a. Monthly account statements shall be sent by the financial institution to the President, Past-President and Treasurer. These will be maintained by the Treasurer for five (5) years.

- b. On-line access can be granted to the individuals who have signatory authority.
  - c. The Treasurer shall reconcile the account monthly and provide a summary to all board members of the financial status of the fund quarterly.
- 6. Dues
  - a. Professional Members will be assessed \$120 (or \$30 per quarter)
  - b. Student Members will be assessed \$20 per meeting
  - c. Non-Members will be assessed \$40 per meeting
- 7. Annual Reporting
  - a. The Treasurer shall file the Chapter's annual report with the Secretary of State's office by June 15 of each year for the prior fiscal year. This can be completed online at [Kansas.gov/annual-reports](http://Kansas.gov/annual-reports).
  - b. Additionally, the Treasurer shall file a 990N with the IRS when the annual report is filed with the state.
- 8. Said organization is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations described under Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Upon dissolution of the organization, assets shall be distributed for one of 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 shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by a court of competent jurisdiction in the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

## **ARTICLE VII- COMMITTEES**

Section 1 – In addition to committees specifically described herein, the Board may establish such committees or task forces deemed necessary to carry on the work of the chapter. The Board shall establish the function of these committees or task forces, which shall operate under the general supervision of the Board and within the policies or bylaws of the chapter. The Chairperson of all such committees or task forces shall be appointed by the President; provided, however, the Chairperson of all standing committees described in this article shall also be a member of the Board. Chapter members who are not officers or members of the Board of Directors may serve on committees or task forces.

## **ARTICLE VIII – CHAPTER MEETINGS**

Section 1 – Four (4) regular meetings of the chapter shall be held annually (July 1 – June 30). 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 ten (10) members of the chapter. In order to conduct chapter business a meeting must be held at a location and time set by the chapter President. However, a member may participate

and a quorum may be established via telecommunications or electronic conferencing following notification of the general membership.

## **ARTICLE IX – VOTING**

Each member shall have one voting privilege on all matters calling for a decision by the chapter membership. Voting shall be by voice vote, except, voting may be by roll call, written ballot, mail, or electronic ballot as determined by the chapter President. Except as otherwise provided within these bylaws, adoption of all motions requires a majority vote of chapter members present and eligible to vote.

## **ARTICLE X – BYLAW ADMENDMENTS**

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 – Proposed amendments shall be transmitted by the Secretary to the members in writing 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 amendments 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 amendments to the Secretariat of the International Public Management Association – United States 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. The adoption of amendments to these bylaws requires majority vote of chapter members present and eligible to vote.

## **ARTICLE XI – CHAPTER LIABILITIES**

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

## **ARTICLE XII – EFFECTIVE DATE**

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

Revised: January 10, 2020

Signature: \_\_\_\_\_

Printed Name: Amy Murray

Title: President

Signature: \_\_\_\_\_

Printed Name: Jenny Turner

Title: Secretary