

**SOUTHERN ILLINOIS PERSONNEL MANAGEMENT ASSOCIATION
BY-LAWS**

ARTICLE I – IDENTIFICATION

Section 1:

The name of the organization shall be the “Southern Illinois Personnel Management Association” hereafter referred to as “SIPMA.”

Section 2:

The fiscal year of SIPMA shall be the calendar year.

ARTICLE II – MISSION

The Southern Illinois Personnel Management Association is dedicated to providing human resource professionals the opportunity to improve their knowledge and skills through interaction with colleagues and education from professionals working in human resource related fields.

ARTICLE III – PURPOSES

The purposes of SIPMA shall be to: (1) provide resources for education and research in the human resources field for members; (2) promote careers in human resources through the annual scholarship fund; (3) offer networking opportunities; (4) provide a confidential forum for discussion of sensitive human resource issues; (5) build the Association’s membership.

ARTICLE IV – MEMBERSHIP

Section 1:

There shall be no discrimination in membership due to race, religion, sex, age, national origin, disability or any other protected status. Membership may be by individual or by organization, with the organization retaining the right to transfer membership to other individuals within that organization.

Section 2:

Membership or organization representation in this association shall be limited to those individuals in organizations, firms or institutions who have a professional interest in the field of human resources and the purposes of this association. Consideration will be given to those with responsibilities in the administration of or involvement in the human resource function, supervision, teaching or consulting in the human resources field. Consideration will also be given to those who want to enter the human resources field, recent graduates in human resources, and students currently majoring in a human resource related field.

Section 3:

Members shall be identified as one of the following:

- a. Regular member – Persons directly engaged in the administration of or involvement in the human resource function, supervision, teaching or consulting in the field and those with a bona fide professional interest in promoting human resource administration and its purposes. The rights and privileges of regular members include the right to vote and to hold office in SIPMA.
- b. Student member – Recent graduates in human resources and students majoring in a human resources related field at a two-year, four year or graduate institution (with an emphasis in human resources). Student members shall have no vote and may not hold office in SIPMA.

Section 4:

Annual dues shall be paid on or before SIPMA’s monthly meeting in January. No full or partial refunds shall be given if a member resigns or withdraws membership for any reason during the calendar year.

Section 5:

Annual dues shall be based on the following:

- a. Individual membership - \$40 each calendar year.
- b. Group membership - \$100 per organization for three (3) or more members from the same organization each calendar year.
- c. Student membership - \$10 each calendar year.

Section 6:

New applicants requesting membership after August of the current calendar year will pay a full year's membership. This membership will cover the balance of the current year and all of the following year's membership dues.

Section 7:

Membership in SIPMA may be terminated for reasons including: (1) failure to pay membership dues (2) for cause as decided by the Executive Committee.

ARTICLE V – MEETINGS

Section 1:

Regular meetings shall be held on the third (3rd) Thursday of each month. Meetings will not generally be held in July, August or December. An annual conference may replace the monthly meeting during that given month. All members shall be notified in advance of each meeting.

Section 2:

At all meetings of the members, the President, or if absent, the Vice-President or other designated officer, shall preside over the meeting.

Section 3:

Business may be acted upon and passed by a simple majority of members present at a meeting.

ARTICLE VI – OFFICERS

Section 1:

President – Shall be an active regular member who is working in the field of human resources or who has served previously as an officer. He/she is responsible for leading the meetings, introducing speakers, overseeing the duties of the secretary and treasurer, and coordinating the election, unless he/she is running for office. Also responsible for meeting with the Secretary and Treasurer to coordinate the Annual Budget for the upcoming year and submit it to the Executive Committee, prior to the September meeting.

Section 2:

Vice-President – Shall be an active regular member working in the field of human resources. He/she shall be responsible to act in the absence of the President. In addition, the Vice-President will assist in conducting meetings of the Association and be prepared to accept other duties as assigned by the President.

Section 3:

Secretary – Shall be an active regular member who is responsible for all communication to members, notifying members of meetings, maintaining the website, overseeing booking monthly meetings, arranging menu and taking minutes.

Section 4:

Treasurer – Shall be an active regular member who is responsible for the financial activities of the Association including banking, record keeping, paying expenses, collecting dues and meal expenses and producing an annual end of year financial report to be presented to the Executive Committee by the September meeting.

Section 5:

In the absence of one or more of the officers at a monthly meeting, the remaining officer(s) shall be called upon to cover the responsibilities of the absent officers.

Section 6:

The term of each officer shall be for twelve (12) months commencing after the election in June of the current year and ending after the election in June of the following year. No member shall serve more than two (2) consecutive terms in the same office.

Section 7:

The Executive Committee shall fill vacancies of an office if an officer must resign during the term he/she is currently serving.

Section 8:

No more than one (1) member of a single organization may serve as an officer in the same year.

Section 9:

Officers must be active regular members of SIPMA.

Section 10:

Eligibility for presidential nomination is limited to previous SIPMA officers.

Section 11:

All officers of the Association are responsible for keeping and maintaining accurate records of the Association and ensuring a complete and orderly transition to the new officers.

Section 12:

Each officer of SIPMA shall serve on at least one standing committee as well as on the annual conference committee.

ARTICLE VII – NOMINATIONS AND ELECTIONS

Section 1:

Nominations for officers can be made by any regular member. Nominations are to be finalized by the May meeting.

Section 2:

Election of officers will be conducted at the June meeting and the results announced.

Section 3:

In the event of a tie, members present at the June meeting will take another vote. A simple majority decides the winner.

Section 4:

In the event only one regular member is nominated for an officer's position, the Executive Committee must approve the nomination for that nominee to take office.

Section 5:

A regular member, who is elected or appointed to an officer's position, grants SIPMA the authority to conduct a criminal background check on them. The Executive Committee reserves the right to reject any elected or appointed regular member to an officer's position whose criminal background may jeopardize the reputation or finances of SIPMA.

ARTICLE VIII – STANDING COMMITTEES

Section 1:

Executive Committee - shall be made up of three (3) prior officers of SIPMA appointed by the President for a twelve-month term. The Executive Committee is responsible for overseeing the finances of the organization and approving the Treasurer's annual report and deciding on membership issues when necessary. In the event of a vacancy, the Committee shall be responsible for appointing a new officer, and resolving any other major issues involving the organization. The Committee is also responsible for reviewing and approving the annual budget submitted by the President, prior to the October meeting.

Section 2:

Annual Conference Committee – Responsible for planning and organizing the annual conference.

Section 3:

Membership Committee - Responsible for recruiting new candidates for the Association.

Section 4:

Scholarship Committee – Responsible for advertising, coordinating and determining scholarship award recipients.

Section 5:

Speakers Committee – Responsible for locating speakers and meeting sites for the Association's monthly meetings. This Committee shall be organized at May's meeting each year.

Section 6:

All Committees, with the exception of the Speaker's Committee, shall be organized at September's meeting each year.

Section 7:

Other committees may be appointed as deemed necessary by the officers.

ARTICLE IX – FINANCES

Section 1:

Funds of the Association shall be deposited in financial institutions whose accounts are federally insured. Funds should be deposited in interest bearing accounts, to the extent possible.

Section 2:

All accounts containing the Association’s funds shall be set up with proper safeguards to prevent the unauthorized withdrawal or use of funds. The checking account of the Association shall contain only enough funds to cover the expenses of the approved, yearly operating budget. Excess funds of the Association shall be kept in the savings account(s) requiring the signatures of at least two (2) Officers or two (2) Executive Committee members or combination thereof to withdraw funds.

Section 3:

Officers of the Association shall annually review and file all necessary documents as required by State and Federal law. The Membership grants officers of SIPMA the authority to consult with third parties for the purpose of complying with State and Federal law.

ARTICLE X – DISSOLUTION

Section 1:

Should the membership of the Association approve dissolution, membership fees paid during that given year shall not be refunded back to members. All funds remaining in bank account(s), after paying all outstanding bills of the Association, shall be donated to a charitable cause, to be determined by the Executive Committee.

ARTICLE XI – AMENDMENTS

Section 1:

Proposals to amend the By-laws shall be submitted in writing to the Executive Committee, to consider and make recommendations. The written proposal shall be distributed to the members, and will be voted upon at the next regular meeting. Changes to the By-laws require an affirmative two-thirds vote of the members present at that meeting.

Section 2:

Unless otherwise specified, all changes shall become effective upon the date of ratification.

By-Laws accepted as written by two-thirds vote of the members present at the meeting on _____.

Respectfully signed, for the membership,

President