

BYLAWS

Revised April 2007

Minnesota Counties Human Resources Management Association

ARTICLE I

Name and Purpose of Association

Section 1: Name.

This "Association" shall be known as the "Minnesota Counties Human Resources Management Association," and the acronym shall be "MCHRMA".

Section 2: Authority.

The county has implied authority to spend money for professional development of staff.

Section 3: Purpose.

The objectives of this organization shall be as follows:

- a. To promote the advancement of professional human resources management practices in Minnesota county government.
- b. To achieve this general objective, the "Association" will:
 1. Assist members with human resources, employment and labor relations matters.
 2. Act as a forum for sharing knowledge, information and experience among the members of this "Association".
 3. Assist member counties to develop, implement and enhance human resources administration in member counties of the "Association".
 4. Encourage education and training of county human resources in labor relations administration.

Section 4: Definitions

For the purpose of these Bylaws, the terms shall have the meaning as provided below:

- A. "Annual Meeting" means the "Association's" meeting that is usually held in April but shall not be held later than Memorial Day of each year.
- B. "Member" means a human resources professional of a county who pays dues to the "Association" and who is designated as the primary voting delegate at the annual meeting.

- C. "Associate Member" means any non voting individual appointed by the "Member" to participate in the "Association".
- D. "Majority" means of those voting members present at the annual meeting.
- E. "Quorum" means not less than 25% of those eligible to vote.

ARTICLE II

MEMBERSHIP

Section 1: Membership

- a. Only county human resources professionals are eligible to participate in the "Association".

Section 2: Member

- a. Each county is entitled one "Member".
- b. Only a "Member" will be allowed to make a motion, second a motion and to vote. There shall be no proxy voting and there will only be one vote per county.

Section 3: Associate Member.

- a. Each "Member" may designate one or more "Associate Members".

"Associate members" are not eligible to vote except in the absence of the "Member". Only one "Associate Member" will be allowed to vote in the absence of that county's voting "Member".

ARTICLE III

OFFICERS AND THEIR DUTIES

Section 1: Election of Officers

There will be an election of officers held at the annual meeting of the "Association". An election will be held for a president, vice-president and a second vice president.

Section 2: President

- a. Presides as chair at all meetings of the "Association".
- b. Appoints members to committees, task forces or other bodies as necessary.

- c. Performs such other duties usually incumbent upon that office.
- d. Represents the “Association” on an as needed basis at the Association of Minnesota Counties Board of Directors Meetings.
- e. Authorizes the expenditure of funds for the purposes of training and other collaborative efforts that further the mission of the “Association”. Said expenditures shall only be made upon consultation with the other Officers.

Section 3: Vice President.

- a. Exercises the functions of the president if the president is absent or unable to serve.
- b. Maintains minutes, records and proceedings of the “Association”.
- c. Monitors records of all moneys received and disbursed and reports at least annually the status of all financial accounts.

Section 4: Second Vice President.

- a. Monitors and provides input on the content of the “Association’s” website.
- b. Assists the president and vice-president in organizing “Association” activities such as annual and regularly scheduled meetings, identifies program subjects and assists in securing speakers.
- c. Assists the vice president in coordinating program costs and payments.

ARTICLE IV
Election of Officers

Section 1: Election of Officers

- a. Officers shall be elected at the annual meeting of the “Association”. Elections will be held for the positions of:
 - President
 - Vice-president
 - Second vice-president

Section 2: Nominations.

- a. Nomination of officers shall be made by a “Member” or the “Associate Member” as provided in the bylaws.

Section 3: Vacancies

- a. The president may appoint a “Member” or “Associate Member” to fill a vacancy. This person shall serve until the next annual meeting at which time an election will be held to fill the vacancy.

Section 4: Term of Office

Officers shall be elected to a term of two (2) years. Past Officers may be re-elected to serve as an officer, provided that their term for that specific position is not consecutive.

ARTICLE V
Committees

Section 1: Special Committees.

- a. The president may appoint special committees for the proper transaction of the business of the “Association”. The president shall fill vacancies by appointments.
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ARTICLE VI
Meetings

Section 1: Annual Meeting.

- a. The “Association” will hold an annual meeting at a place and time determined by the president but not later than Memorial Day of each year.
- b. During the annual meeting matters related to the operation of the “Association” shall be discussed and will include:
 - The election of officers
 - Annual dues
 - Proposed amendments to the “Association’s” Bylaws

Section 2: Meetings of the “Association”.

Special meetings may be called by the president, as needed or necessary.

Section 3: Procedures.

- a. Attendance at “Association” meetings will be limited to MCHRMA “Members” and “Associate Members” and invited guests at the discretion of the Officers.

- b. A quorum of all meetings shall be not less than 25% of those eligible to vote.
- c. Robert’s Rules of Order shall be followed unless inconsistent with the Bylaws or rules of the “Association”.
- d. The President shall develop the agenda for the annual meeting and special meetings. Any “Members” and “Associate Members” may request the addition of items to the agenda.
- e. An agenda for all meetings will be distributed to all “Members” and “Associate Members”.

ARTICLE VII
Dues and Expenses

Section 1: Establishment of Dues.

Annual membership dues shall be established by majority vote of those eligible to vote and present at the annual meeting.

Section 2.

Officers of the “Association” shall be authorized to receive and expend funds, apply for and receive grants, and to do all things deemed necessary or convenient in the furtherance of the objectives of the “Association”.

ARTICLE VIII
Amendments

INITIATION OF PROPOSED AMENDMENTS.

“Members” and “Associate Members” may propose an amendment to the Bylaws by submitting it to the president in written form not less than thirty (30) calendar days prior to the next meeting. The president shall distribute the proposed amendment to all “Members” and “Associate Members” fourteen (14) calendar days prior to the next annual meeting. An amendment must receive a majority vote by those eligible to vote, in order to be approved.

ARTICLE IX
Assets and Liabilities

In the event that the “Association” is dissolved, the assets of the “Association” shall be distributed equally between the counties that are participating at the time of the dissolution. Sufficient balances shall be retained and maintained until known and unknown liabilities are reconciled.