



CHAPTER BYLAWS

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**PSHRA GREATER KC CHAPTER
CHAPTER BYLAWS**

ARTICLE I - NAME AND GEOGRAPHICAL AREA

Section 1. This Chapter shall be known as PSHRA Greater KC Chapter.

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:

- a) To provide a forum for persons engaged in public sector human resources to discuss current affairs, including but not limited to, legislation, policies, procedures, common practices, common issues and Chapter business.
- b) To provide a medium for exchanging ideas, information and experiences with persons in related fields for the self-improvement and benefit of members of the Chapter.
- c) To implement the objectives and programs of the Public Sector Human Resources Association within the Chapter area by providing continuity of information and resources and assistance in planning and implementing the Association's programs.
- d) To explain and interpret the objectives and methods of public human resources to the general public, civic groups, public officials and public employees.
- e) To encourage and facilitate cooperative action among public jurisdictions and private employers within the Chapter area on human resources topics 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 Public Sector Human Resources Association. Membership also shall be available to any person who is not a member of the Public Sector Human Resources Association but who is in support of the objectives and programs of this Chapter and of the Public Sector Human Resources Association.

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. In the event of a deposited check (payment for annual membership dues and otherwise) being returned UNPAID by the Chapter's financial institution (non-sufficient funds, stop-payment, account closed, etc.), the Chapter Treasurer shall immediately contact the Member who provided the check to determine the circumstances causing the check to be returned. The Treasurer will then take the necessary steps to collect the (replacement) funds from the Member. If the cause is not a result of the Chapter's actions or negligence, the Treasurer shall also collect from the Member any respective fees charged by the financial institution. Until such time that all funds and fees have been collected, only cash, money orders or cashier's checks will be accepted as payment from the 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. Beginning with the membership year immediately following their receipt of the award, the annual dues to the Greater KC Chapter and all Chapter meeting and Chapter Spring Conference costs will be waived for Honorary Life Members for the duration of their

involvement in Chapter activities.

ARTICLE IV - CHAPTER OFFICERS AND BOARD OF DIRECTORS

Section 1. The officers of the Chapter are President, Past-President, President-Elect, Secretary, Treasurer, and Program Chair. The President and President-Elect must be voting members of PSHRA. The term of office of the President, Past-President and President-Elect shall normally be for one (1) year from the date of election beginning July 1 or until their successors have been elected and installed. The term of office of the Secretary, Treasurer, Program Chair and Members-at-Large shall normally be for two (2) years from the date of election beginning July 1 or until their successors have been elected and installed. To the extent possible, terms shall be rotated in such a way as to ensure continuity of operations, with no more than four new members being elected and installed in any given fiscal year. If the President and/or President-Elect are not voting members of PSHRA International and the officer's entity will not pay for the Association 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 six (6) Chapter officers and two (2) additional members elected from the Chapter membership at large. The Board, at its discretion, may supplement with additional Member-at-Large positions for a term of up to one (1) year to complete specialized projects for the Chapter. The vacancy shall be filled by a vote of the Chapter membership.

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 be charged with communicating to the membership the roles and responsibilities of upcoming vacancies on the Board, establishing a deadline for nominations and soliciting nominations for such positions. The nominating committee shall present to the membership nominations for the Chapter Officers and Board Members. The report of the nominating committee shall be voted on by the Chapter membership in the spring of each year. All elected officers shall assume office on each July 1.

Section 4. Other than members participating at the Student or Retiree Membership level, all members of the Chapter shall have a voice and a vote in the affairs of the Chapter, with the exception of decisions of the Chapter Board set forth in Article III, Section 2 of these bylaws. On matters calling for a decision by the Chapter membership, voting shall be by voice, ballot or electronic voting as the Chapter Board may determine most expedient and appropriate.

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 and shall represent the Chapter at Association and/or regional conferences. The President shall be responsible for submitting an annual report of Chapter information to the Association and for appointing a three (3) member nominating committee to coordinate the annual election of officers, 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 and Board Member orientation materials, obtaining a plaque for the 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, and for submitting an annual report of the Chapter's activities to the Public Sector Human Resources Association 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.

- a) The Treasurer shall maintain a sufficient balance in the checking and/or savings account for the efficient and effective management of Chapter financial resources.
- b) Members will have 90 days from date of purchase to turn in receipts to Treasurer for reimbursement. Failure to do so may result in non-reimbursement of the expenses.
- c) The Treasurer shall file the Chapter's annual report with the Secretary of State's office by August 31st of each year for the prior fiscal year. Additionally, the Treasurer shall file a 990N with the IRS no later than November 15th of each year for the prior fiscal year.

Section 5. The Program Chair shall be responsible for program and member development activities and notifying members of Chapter meetings and programs.

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 carry out additional duties, projects, needs or initiatives of the Chapter.

Section 7. The Past-President shall be responsible for regularly monitoring the Chapter email account and on-going and/or needed revisions to the Chapter's bylaws, Member Information Handbook, Board position descriptions and Board position duties checklists.

Section 8. 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 or the Chapter Officers or by the Chapter membership. All Board Members shall have their annual local membership fee waived. 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 and if the unexpired portion of the term is 180 calendar days or more, the Board shall call a special election. If the unexpired portion of the term is less than 180 days, 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 may pay, depending upon availability of Chapter funds, the registration fee and associated travel costs up to \$1,000, including but not limited to, airfare, hotel and meal costs for the President to attend the annual Central Region Training Conference. 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. National Training Conference. The Chapter may offer, depending upon availability of Chapter funds, one complimentary registration to the President of the Chapter to attend this conference. 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.

Section 3. PSHRA Leadership Conference. The Chapter may pay, depending upon availability of Chapter funds, travel costs not to exceed \$1,000 each for the President and President-Elect to attend the annual PSHRA Leadership Conference. If for any reason the President or President-Elect cannot attend, the paid conference expenses will be offered to the Board members in the following order: Secretary, Treasurer, Program Chair, drawing of At-Large Members.

Section 4. For all Chapter travel noted above in Sections 1-3, the member will submit receipts for reimbursement for airfare, one piece of checked luggage, transportation to and from the airport, and lodging. All meals and incidentals will be handled on a per diem basis, in accordance with the federal per diem guidelines. Meals and incidentals reimbursement amounts shall be reduced on the first and last days of travel as well as for meals which are provided or otherwise paid for during the travel period in accordance with Federal guidelines as contained on the www.gsa.gov website. On a case-by-case basis, the Chapter will make reasonable accommodation when the attendee notifies the Board that dietary requirements cannot be met through conference-provided meals. The member will be responsible for any internet charges incurred during the travel. Costs associated with personal purchases, including but not limited to alcohol, souvenirs, clothing and gifts will be the personal responsibility of the individual Board member attending the conference.

ARTICLE VII - ANNUAL AWARDS

Section 1. In order to recognize and honor members of the Greater KC Chapter who have made outstanding contributions to the purpose and conduct of the Greater KC 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:

- a) Be a practitioner in public Human Resources management promoting sound, positive, innovative, and effective Human Resources principles and;
- b) Be an active member in the Greater KC Chapter motivating and promoting professional growth in the Human Resources field.

Section 3. 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 Chapter Board will make the final determination of the recipient of the award. The Award will be presented at the spring conference. In the event there is no Spring Conference, the Award will be presented at a monthly meeting.

ARTICLE VIII - CHAPTER MEETINGS & PROGRAMS

Section 1. A minimum of four (4) Chapter meetings and/or programs shall be held annually. The Program Chair coordinates the time and the place of Chapter meetings and/or programs and shall notify the members. The Chapter Board approves topics and trainers prior to all Chapter meetings and/or programs.

Section 2. At any Chapter meeting held for the purpose of transacting Chapter business, a quorum shall consist of at least 1/3 (one-third) of the 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 1/3 (one-third) of the 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 Executive Director of the Public Sector Human Resources Association together with a request that the proposed bylaw changes be reviewed for conformity with policies of the Public Sector Human Resources Association as established by the Executive Council. No action on these proposed amendments will be taken until a response to the request for review has been received by the Chapter.

Section 3. Chapter Board 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 Public Sector Human Resources Association 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 making 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 Public Sector Human Resources Association is not responsible for any liabilities this Chapter might incur. However, PSHRA provides a copy of the certificate of insurance with special provisions of general liability for those usual to the insured's (PSHRA) operations.

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 Public Sector Human Resources Association.

Amended 2/14/02

Amended 08/2010

Amended 04/2013

Amended 04/2014

Amended 05/2015

Amended 05/03/2018

Amended 02/14/2019

Amended 05.11.2020

Amended 02/11/2021

Amended 10/2/2023 (branding change)