

# **International Association of Workforce Professionals**

## **Oregon Chapter**

### **Bylaws**

#### **ARTICLE I. NAME and MISSION**

##### **Section A. Chapter Name**

The name of this organization is the International Association of Workforce Professionals – Oregon Chapter, herein referred to as the Chapter.

##### **Section B. Affiliation with International Organization**

The Chapter is an affiliate of the International Association of Workforce Professionals (IAWP), herein referred to as International or Association.

##### **Section C. Mission**

IAWP is a worldwide professional association available to all individuals with a common interest in workforce systems. IAWP equips members for success providing the highest quality of education, leadership, information exchange, and recognition of excellence through a network of local, regional, and international chapters preparing members for the workforce challenges of tomorrow.

##### **Section D. Inclusive Organization**

The Chapter is an inclusive organization that welcomes all members, regardless of race, color, creed, religion, national origin, age, gender, sexual orientation, marital status, veteran status, and/or physical or mental impairment.

#### **ARTICLE II: MEMBERSHIP**

##### **Section A. Eligibility**

Membership in the Chapter is open to those individuals who advance the purpose and objectives of the Chapter and the Association, subscribe to, and are qualified under these bylaws. A member in good standing is one who has fulfilled the obligations set by the Chapter, and whose dues for the calendar year are paid in full on or before March 10 of that year, or are paid by payroll deduction. Membership in this Association is not in conflict with membership in any other organization.

##### **Section B. Categories**

Membership in the Association are categorized as introductory, full, retiree and life in accordance with qualifications as set forth in the Standing Rules, Policies and Procedures Manual of the International Association.

##### **Section C. Dues**

The Oregon Chapter Board sets the dues of the Chapter.

##### **Section D. Membership Rights**

Membership rights include the right to vote, make motions, second motions, place names in nomination, hold office, be nominated for and/or serve on one or more committees as set forth in the Standing Rules, Policies and Procedures Manual of the International Association.

**Section E. Termination of Membership**

1. A member in good standing may resign at any time by filing a written notice with the Oregon Chapter Vice-President of their intention to withdraw from the organization.
2. A member becomes delinquent if their dues are not in the hands of the Treasurer on or before March 10 of each year. Delinquent members do not have the rights of membership.
3. There will be no refund of dues paid when a member resigns.

**ARTICLE III: CHAPTER OFFICERS**

**Section A. Officers**

1. The officers of the Chapter consist of President, President-Elect, Vice President, Secretary/Treasurer, and Immediate Past President.
2. The Chapter Policy and Procedures Manual prescribe the duties for each officer.
3. The officers of the Chapter shall be delegates at the International Educational Conference each year.

**Section B. Conduct**

All Chapter officers will conduct themselves in a manner to instill confidence and professionalism in the Oregon Chapter and the International Association.

**Section C. Terms**

All officers serve a one-year term with the exception of the Secretary/Treasurer who serves a two-year term starting in even years. The term of officers will begin on July 1 of the year elected.

**Section D. Vacancies**

When inability to serve, resignation, death or other reasons cause a vacancy in a position of an elected officer, the Chapter will use the following procedures to fill the vacancy:

**Sub-section (a) President:**

The current President-Elect will serve the balance of the former President's term plus the following term. Should the President-Elect defer such fulfillment of duties, the current Immediate Past President will fill the vacancy of the duration of the current term.

**Sub-section (b) President-Elect, Vice President, Secretary/Treasurer:**

Executive Board appointment will fill a vacancy in the office of President-Elect, Vice President, or Secretary/Treasurer. The appointee will serve the balance of the current term for that position, with a new officer elected at the next annual election.

**Section E. Removal from Office**

When the Board is considering removing a person from office, charges must be presented to the Officer at least 14 days prior to any vote of removal and the Officer must be allowed sufficient opportunity to address and defend the charges to the entire Board prior to any action being taken. Any removal from office must be approved by a 2/3 vote of the Board.

**ARTICLE IV: ELECTIONS OF OFFICERS**

**Section A. Nominating Committee**

1. The President shall appoint a Nominating Committee chaired by the President-Elect. The committee will be comprised of the President-Elect, a Subchapter President, and at least three other Chapter members.

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2. The Nominating Committee will provide an opportunity for all interested candidates to apply for open positions.
3. The Nominating Committee will submit a list of qualified candidates for the positions of President-Elect and Vice-President to the Elections Committee. In even years, they will also submit a list of qualified applicants for the position of Secretary/Treasurer to the Elections Committee.

### **Section B. Elections Committee**

1. Each year the President shall appoint an Elections Committee. The committee will be comprised of at least three chapter members.
2. The committee members must not be a candidate for any Chapter or Subchapter office during the upcoming election.
3. The Elections Committee will hold the annual Oregon Chapter elections, as well as assist subchapters with their elections.
4. The Elections Committee will complete and certify the Oregon Chapter election, as well as all subchapter elections prior to the spring educational conference.

### **Section C: Elections**

A simple majority of those Chapter members, in good standing, voting will fill all positions.

## **ARTICLE V: EXECUTIVE BOARD**

### **Section A. Duties and Responsibilities**

The Executive Board will exercise broad supervision over all activities and general policies of the Chapter including: directing and managing all of the affairs of the organization in a manner that promotes the best interests of the Chapter; authorizing expenditures of funds, and filling vacancies occurring in the Chapter and Subchapter offices between elections when necessary. All actions must be in accordance with these bylaws and the International Association bylaws and procedures. The President will serve as the Chairperson of the Board.

### **Section B. Membership**

The membership of the Board includes Chapter Officers, Subchapter Presidents, Subchapter Representatives, and Chapter Activity, Publicity, Retiree, Legislative, and Education Chairpersons.

### **Section C. Conduct of Chapter Business**

1. A majority of filled Board positions will constitute a quorum at all Board meetings. If a quorum is not present, those members present may adjourn until a quorum is present.
2. The act of the majority of voting Board members present at a meeting where a quorum is met will be the act of the Board unless law or these bylaws require a greater proportion.
3. Electronic voting may be used when a decision is required prior to the next scheduled Board meeting. Board members must have at least 72 hours to discuss and amend the proposal prior to a vote. Voting is open for at least 48 hours. The minutes of the next Board meeting will reflect the result of the electronic vote.

### **Section D. Meetings**

1. The Board shall meet at least once per quarter with the date, time, and location of the meeting announced to all Board members and the membership at least 14 days prior to the meeting.
2. Robert's "Rules of Order, Revised" will govern the Chapter in its meetings in all cases wherein they do not conflict with these Bylaws or the Chapter Policy and Procedure manual.
3. The President shall appoint a parliamentarian at each meeting.
4. Each board member has only one vote regardless of the number of positions held on the board.

## **ARTICLE VI: MEMBERSHIP MEETINGS**

### **Section A. Annual Membership Meeting**

Each year the Chapter shall hold an annual membership meeting. Notification to all members will take place at least 14 days in advance of any annual meeting.

### **Section B. Special Membership Meetings**

The Board or petition of 40 percent of the members in good standing may call special membership meetings at a specific time and place. Notification to all members will take place at least 14 days in advance of any special meeting.

### **Section C. Quorum**

Ten percent of the total Chapter membership in good standing will constitute a quorum at all membership meetings.

## **ARTICLE VII: SUBCHAPTERS**

### **Section A. Division**

1. The Chapter shall be broken into Subchapters determined by the Board.
2. The Board will determine into which Subchapter a newly established office belongs.
3. At the beginning of each Board year, the Board shall review current Subchapter jurisdictions and make appropriate adjustments.

### **Section B. Bylaws**

Each Subchapter will maintain bylaws consistent with the Chapter and International bylaws.

### **Section C. Elections and Officers**

1. Subchapters shall hold elections in the first quarter of the year to elect subchapter officers.
2. Officers will include at a minimum President, Secretary, Treasurer, and Representative.
3. Terms for all officers will be one year, except for Representative, which will be for two years.
4. The term of Subchapter officers begins on July 1 of the year elected.

### **Section D. Conduct**

All Oregon Subchapter officers will conduct themselves in a manner to instill confidence and professionalism in the Oregon Chapter and the International Association.

## **ARTICLE VIII: STANDING COMMITTEES**

### **Section A. Committees**

1. The standing committees of the Chapter are set in the Chapter Policy and Procedures Manual.
2. Chapter Policy and Procedures Manual prescribe the duties of these committees.

### **Section B. Committee Chairs**

1. President appoints, with the advice and approval of the Board, all standing committee chairs unless otherwise stated in the Chapter Policy and Procedures Manual.
2. One person may not be chairperson of more than one standing committee.

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**ARTICLE IX: POLICIES AND PROCEDURES**

**Section A. Manual**

The Chapter Policy and Procedures Manual shall be the official organizational rules, policies and operating procedures to implement these Bylaws.

**Section B. Amending the Manual**

The Manual may be amended by a two-thirds (2/3) vote of the Chapter Executive Board, or two-thirds (2/3) vote of the members entitled to cast a vote and casting a vote.

**Section C. Superseding**

No provision of the Manual, however, may supersede or conflict with these Bylaws.

**ARTICLE X: AMENDMENT OF BYLAWS**

**Section A. Proposed Changes**

1. The Board or petition of at least 20% of Chapter members in good standing may propose changes of these Bylaws.
2. The International Bylaws and Resolutions Subcommittee Chair will receive potential bylaw changes prior to a vote of the Chapter membership.

**Section B. Notice of Changes**

Chapter members will receive notice of proposed changes at least 14 days before voting on such measures.

**Section C. Ratification of Changes**

1. Changes must be approved by 2/3 majority of the votes cast.
2. Voting may take place electronically, by mail, or at a membership meeting, provided a quorum is present.

**Section D. Notification of Ratification**

All Chapter members will receive notice of ratified changes no later than 60 days following adoption.

**CONSTITUTION & BYLAWS AMENDED:**

July 1, 1985; July 1, 1986; July 1, 1987; July 1, 1988; July 1, 1989;  
July 1, 1991; May 1, 1997; May 1, 1998; May 19, 2000; May 16, 2003; May 21, 2004; May 14, 2010; May 11, 2012.