

# Constitution and Bylaws of the North Dakota IAWP Chapter

## CONSTITUTION

### **Article I: Name**

The name of this organization shall be "The North Dakota Chapter of the International Association of Workforce Professionals", hereafter referred to as the "Chapter".

### **Article II: Objectives**

The objectives of this Chapter are:

1. To enhance the individual competence, knowledge and proficiency of members interested in all occupations in professional and personal development.
2. To provide a forum for the exchange of information.
3. To promote personal and professional awareness of the growth and service opportunities available in the state or local area as well as the means of accessing them.
4. To provide information to members on important changes in technology, employment opportunities, personal growth, recreation, as well as mental and physical well-being.
5. To foster networking and problem-solving in professional and various other settings.

### **Article III: Membership**

1. Membership in the Chapter shall be classified as Workforce Professional, Senior Workforce Professional, Retired Workforce Professional or Life as set forth in the Bylaws of the Chapter.
2. The right to vote, make and second motions, place names in nomination, and serve as members or chairs of committees apply to all categories of membership. All members in good standing shall be eligible to hold and/or be nominated for elective office within the Chapter.
3. Membership in this organization shall not be held in conflict with membership in any other organization.

### **Article IV: Chapter Organization**

The Executive Board of the North Dakota Chapter shall have the authority to

create subchapters/zones of the North Dakota Chapter of IAWP as membership growth and activity may deem appropriate.

### **Article V: Officers**

1. The elected officers of the Chapter shall be President-Elect, Treasurer, Membership At-large Representative(s), Executive/Recording Secretary and one retiree member at large.
  - a. There shall be no more than three (3) Membership At-large Representatives. 20 to 40 members – one representative at-large, 40 to 60 members – two representatives at-large, and more than 60 members – three representatives at-large. Whenever possible they should represent the areas of the Central Office, the East Area offices, and the West Area offices.
2. There shall be an Executive Board, which shall consist of the President, the President-Elect, the Treasurer, and the Executive/Recording Secretary. The President shall act as Chairperson of the Executive Board.
3. There shall be a Board of Directors, which shall consist of all elected officers of the Chapter, the President, and the Immediate Past President, regardless of employment status. The President shall act as Chairperson of the Board of Directors.
4. The term of office for all members of the Executive Board and the Board of Directors shall be January 1 through December 31 of the calendar year. Elections shall take place annually for all officers.

### **Article VI: Meetings**

1. A Chapter business meeting shall be held annually; in-person or via video conferencing. Notice of such annual meeting shall be published in the official publication or on the chapter website and distributed to all members not less than fifteen (15) days prior to each such meeting, provided that the timely mailing or emailing of notice to the last known address of a member shall be deemed to constitute notice to such member. Electronic distribution of such notice shall satisfy this provision of the Constitution.
2. The Executive Board shall conduct the business of the Chapter between annual meetings.
3. The Executive Board shall meet at least once per quarter. Conference calls shall satisfy this provision of the Constitution.
4. The Board of Directors shall meet at least once per quarter. Conference

calls shall satisfy this provision of the Constitution.

### **Article VII: Quorum**

1. A majority of the members present at the annual meeting shall constitute a quorum.
2. A simple majority of members of the Executive Board shall constitute a quorum of the Executive Board.
3. A simple majority of members of the Board of Directors shall constitute a quorum of the Board of Directors.

### **Article VIII: Amendments**

Each proposed amendment of this Constitution and Bylaws shall be published in the official publication and posted on the chapter website and/or otherwise distributed to each member not less than thirty (30) days prior to the annual or special meeting at which such proposal or proposals will be voted upon. Adoption of any such proposed amendment shall require a two-thirds (2/3) majority of the votes cast thereon at such meeting. An electronic vote may be conducted in lieu of an in-person business meeting. Adoption of any proposed amendment to these Constitution and Bylaws requires a two-thirds (2/3) majority of members responding.

# BYLAWS

## **Article I: Classes of Membership**

1. Workforce Professional: Any person employed in a professional, technical, clerical or supportive capacity in employability development, employment placement, unemployment insurance and/or related manpower or workforce development program activities with a government, community or non-profit agency or organization, or business or corporate entity, as well as any individual with a personal interest in the field of workforce development, shall be eligible for Workforce Professional Membership.
2. Senior Workforce Professional: Any full member who is at least 65 years of age and currently employed is eligible for Senior Workforce Professional Membership.
3. Retired Workforce Professional: Any member who retires, or any non-member who is retired, is eligible for Retired Workforce Professional Membership.
4. Life: Those persons who have held the elective office of international president of IAWP is conferred a completely paid membership for life; those IAWP members who have been recommended by the Chapter, had designated fees paid by the Chapter to the international association, and been approved by the international board of directors are eligible for life membership.

## **Article II: Membership Fee**

The annual membership fee for each membership class of the Chapter shall be determined by the Executive Board.

## **Article III: Elections**

1. To consider, select and prepare a list of one or more nominees for each office of the Chapter, the President shall appoint a Nominations and Elections Committee annually. Not less than thirty days (30) prior to each annual election, the committee shall submit a list of nominees to the Executive Board. Nominations also may be made from the membership during this process for all positions except the position of President unless the President-Elect chooses not to serve as President. If the President-Elect chooses not to serve as President, the position of President must be included on the ballot.
2. The Executive Secretary, not later than fifteen (15) days before the election, shall notify all Chapter members of the list of nominees submitted

by the Nominations and Elections Committee.

3. The Executive Secretary shall distribute ballots containing an alphabetical listing of candidates to all members. The ballots are to be tallied by the Nominations and Elections Committee, which will announce the winning candidates. Electronic voting shall satisfy this provision of the Bylaws.

#### **Article IV: Executive Board, Board of Directors and Officers**

1. Executive Board: The Executive Board shall conduct all Chapter business between annual meetings, execute all activities and/or functions which the Chapter may assign, and perform any other functions prescribed by this Constitution and Bylaws. A majority of the members in attendance at regular and special meetings, a quorum being present, shall govern actions of the Board, unless otherwise stipulated in the Constitution. The Executive Board may delegate authority to the President to act for it between Board meetings, providing that all such action be subject to approval by the Board at its next meeting.
2. Board of Directors: The Board of Directors shall oversee the established committees and shall be an active member of an established committee. The Board of Directors will review the actions of the Executive Board quarterly. The Board of Directors shall prepare an annual calendar of events and annual budget.
3. Chapter Officers:
  - (a) President: The President shall serve as Chairperson of the Executive Board and shall preside at all Chapter, Board of Director and Executive Board meetings. He/she shall be an ex-officio member of all committees except the Nominating Committee. He/she shall appoint members of all Chapter Committees with the advice and consent of the Executive Board.
  - (b) President-Elect: The President-Elect, in the absence of the President, presides at all meetings of the Chapter, Board of Directors or the Executive Board. The President-Elect, when acting as President, enforces observance of the Chapter's Constitution and Bylaws, decides on questions of order, and offers for consideration all motions regularly made. If the office of the President becomes vacant, the President-Elect assumes all the duties and prerogatives of the President for the term for which the President was elected.
  - (c) Treasurer: As Treasurer, the Treasurer shall receive all monies for the accounts of the Chapter, deposit all funds in a depository approved by the Executive Board, and disburse such funds upon

approval by the Executive Board, Board of Directors, Chapter President, or vote of the Chapter Membership. He/she shall keep a record of all financial transactions, and submit an annual account of receipts, expenditures and funds on hand to the Chapter, as well as provide a written report of current financial condition of the Chapter for each Executive Board meeting and/or at the request of the Chapter President.

- (d) Executive/Recording Secretary: The Executive Secretary shall be responsible for: all correspondence concerning regular business of the Chapter, except as specifically handled by the Officers, or Committee Chairpersons; notices that are regularly required or when directed by the President or Executive Board; maintaining Chapter's permanent records and files; and other duties as assigned by the President, Executive Board or Chapter membership.

As Recording Secretary, the recording secretary will take and maintain minutes of all meetings of the Chapter, Board of Directors and the Executive Board; maintaining Chapter's waiting room and minutes records and files; ensuring that the minutes get shared with the membership, upon approval by the Executive Board; and other duties as assigned by the President, Executive Board or Chapter membership.

- (e) Membership At-large Representative: As Membership At-large Representative, the representative shall be responsible for: contacting members and ensuring the membership is represented; ensuring the membership is notified of the published meeting minutes and actions of the Executive Board and Board of Directors. He/she will be responsible for recruiting new members and reaching out to employees to provide information on the association.
- (f) Retiree Representative: As Retiree Representative, the retiree representative will be responsible for; contacting the retired members and ensuring the retired membership is represented; ensuring the retired membership is notified of the published meeting minutes and actions of the Executive Board and Board of Directors.
- (g) Immediate Past President: The Immediate Past President shall serve as a voting member of the Board of Directors.

4. Standing Committees: (To be created as the current president needs assistance.)

- (a) Membership: Shall develop and direct efforts to secure members and

shall create promotion materials for use in recruiting new members.

- (b) Training: Shall plan, formulate, and arrange programs of an educational and professional nature and quality for the Chapter.
  - (c) Communications: Shall issue publicity for the Chapter through available media and shall prepare and issue, at least quarterly, the official Chapter publication.
  - (d) Conference: Shall plan and arrange programs of a personal and professional nature and quality networking sessions.
  - (e) Learning Tree: Shall solicit and review all requests for educational and professional development funds.
  - (f) Nominations and Elections: Shall draw up a ballot for elective offices in accordance with the provisions of this Constitution and Bylaws; shall present same to the Secretary and count the votes cast; and shall report the results to the annual Chapter General Meeting.
  - (g) Audit and Finance: Shall audit the books of the Chapter on an annual basis and provide a written report summarizing its findings at the annual meeting of the Chapter. The Chapter Secretary-Treasurer shall not serve as a member of this Committee.
  - (h) Other Committees: Special committees may be appointed by the President, Executive Board, and/or Chapter membership at its annual meeting, or whenever such committees are deemed necessary.
5. Vacancies: Vacancies in any elective office, committee chairperson positions and/or Board membership shall be filled by the President's appointment subject to approval of the Executive Board, the appointee to serve the term of office of his/her predecessor, except for vacancies in the office of President and President-Elect. A vacancy in the office of President shall be filled by the President-Elect, and in the office of President-Elect, by appointment of the Executive Board, the person to take office immediately and serve the term of her/his predecessor.
6. Removal: Officers and/or Executive Board members may be removed from office by a three-fourths (3/4) vote of the active membership of the Chapter present at any meeting provided the Executive Secretary shall have given written notice presenting the reasons for such action signed by at least 20 percent of the active members three (3) weeks before any such meeting.
7. Conduct of Meetings: The President shall preside over and conduct all

meetings of the Executive Board, Board of Directors and the Chapter. In the absence of the President, the presiding officer shall be the President-Elect. In the absence of both these officers, the Executive Board shall designate a Board Member to act as presiding officer.

8. Calendar/Administrative Years: The calendar year for Chapter Membership shall be January through December. The calendar for the Administrative Fiscal Year shall be January through December.

9. Chapter Assets: Ownership of property and funds by the Chapter is considered property of the entire membership. If this Chapter becomes inactive or is dissolved, any property and funds in its possession are to be disposed by action of the Executive Board.

#### **Article V: Parliamentary Procedure**

The proceedings at each Chapter meeting are governed by applicable provision of Robert's "Rules of Order, Revised."

#### **Article VI: Amendments**

1. Each proposed amendment to the Constitution and Bylaws of this Chapter shall be published and distributed to all members at least thirty (30) days prior to the next meeting at which such proposals could be voted upon. Electronic distribution of such amendments shall constitute notice to each member. Adoption of any proposed amendment to these Constitution and Bylaws requires a two-thirds (2/3) majority of members present and voting at such business meeting. An electronic vote may be conducted in lieu of an in-person business meeting. Adoption of any proposed amendment to these Constitution and Bylaws requires a two-thirds (2/3) majority of members responding.
2. Amendments to the Constitution and Bylaws may be presented by any member in good standing, provided that thirty (30) days' notice is given to all members. Amendments presented from the floor during an annual meeting shall be voted on at the next business meeting of the Chapter.
3. An amendment to the Bylaws shall be operative unless notice to the Chapter is received from International IAWP Executive Office that such amendment has not been ratified.
4. Nothing contained herein shall be held to be in conflict with the: Bylaws; Standing Rules, Policies and Procedures; or the Handbook for Administration and Organization. In the absence of a rule or regulation, or in case of conflict, International IAWP governing documents shall control.