

BYLAWS

NEW HAMPSHIRE ASSOCIATION OF CERTIFIED PUBLIC MANAGERS

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ARTICLE I - NAME AND REGISTERED OFFICE

The name of this organization shall be the New Hampshire Association of Certified Public Managers, Inc. The registered office of the corporation is N.H. Association of Certified Public Managers, Inc., P.O. Box 575, Concord, NH 03302-0575, and at such other places as the Board of Directors may establish.

ARTICLE II - VISION, MISSION, AND GOALS

SECTION 1. VISION: To be the premier resource of choice for public sector leaders in pursuit of:

- High quality management practices
- Professional development and continuing education

SECTION 2. MISSION: The mission of the New Hampshire Academy of Certified Public Managers is to:

- Provide service excellence to its members and others by supporting high quality management practice and professional performance
- Develop, promote and foster recognition of leadership professionals through certification and continued education

SECTION 3. VALUES:

Professionalism

- To conduct ourselves in a responsible and respectful manner that promotes pride and professionalism in ourselves and in our organization.

Communication

- To maintain an open atmosphere that welcomes all ideas and fosters teamwork.

Commitment to Service

- To constantly contribute to the community by exhibiting flexibility, energy, humor and acceptance of diversity

Ethics

- To perform our duties with honesty, integrity and professionalism while contributing to the public management profession.

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SECTION 4: MOTTO: NHACPM Leads the Way

SECTION 5: GOALS:

- Membership Benefits
- Increase Membership Participation
- Public Awareness
- Public Sector Resources

ARTICLE III - MEMBERSHIP

SECTION 1.

Membership shall be held by individuals who support the Vision, Mission and Goals of the Association, and have successfully completed the Level I Certified Public Supervisors program or the Level II Certified Public Managers program, or are currently enrolled in the Level I Certified Public Supervisors program or the Level II Certified Public Managers program.

Membership shall be:

(a) Active Members - Any person who has obtained a valid certification as a Certified Public Supervisor (CPS) or a Certified Public Manager (CPM) issued by a program accredited by the National Certified Public Manager Program Consortium shall be eligible for active membership in the Association, upon payment of the dues as set forth in the Bylaws.

(b) Associate Members – Any person who is currently enrolled in a recognized Certified Public Supervisor (CPS) or a Certified Public Manager (CPM) program accredited by the National Certified Public Manager Program Consortium shall be eligible for Associate membership in the Association, upon payment of the dues as set forth in the Bylaws. Associate members will be entitled to all of the privileges of NHACPM membership ~~except they will not be entitled to vote at meetings of the members or written ballot of the members, or hold elective or appointed office~~ however they will not be able to hold office in the American Academy of Certified Public Managers(AACPM) or the New Hampshire Association of Certified Public Managers (NHACPM).

(c) Affiliate Members – A person who actively supports the New Hampshire Certified Public Supervisor or

Certified Public Manager program, such as program instructors, mentors, CPM Program Advisory Board Members or others, may become Affiliate Members in the Association. Affiliate Members will be entitled to all of the privileges of membership within the NHACPM however they will not be able to hold office in the American Academy of Certified Public Managers (AACPM) or the New Hampshire Association of Certified Public Managers (NHACPM).

~~(e)~~(d) Honorary members - A person may be elected to honorary membership by a majority vote of the membership or by a vote of the Board of Directors. Honorary members will be entitled to all of the privileges of membership within the Association except they will not be ~~entitled to vote at meetings of the members or written ballot of the members, or hold elective or appointed office~~eligible to hold membership or office in NHACPM or the American Academy of Certified Public Managers. Honorary Members shall not be charged annual dues for their membership status.

SECTION 2. Provisions may be made by the Board of Directors for other classes of membership within the Association.

SECTION 3. All members of the Association shall be entitled to attend all meetings of the Association and speak to any issues before the body.

Only ~~Active Members~~current members in good standing shall:

(a) Be eligible to seek and hold elective office.

(b) Be eligible to vote in person on all questions brought before duly called meetings of the Association.

(c) Be eligible to vote by mail ballots for the election of Board members pursuant to Article IV of these Bylaws.

(d) Be eligible to vote by mail on other issues brought before the society.

(e) Be enrolled as members of the American Academy of Certified Public Managers, except for Affiliate and Honorary Members who are ineligible for AACPM.

membership.

SECTION 4. A member is in good standing when all dues for the current year are paid to the Association Treasurer, except for Honorary Members who shall not be assessed dues.

SECTION 5. All members of the Association in good standing shall be entitled to use the designation "Member of the New Hampshire Association of Certified Public Managers."

SECTION 6. The only criteria for membership shall be per Article III, Sections 1 (a, b), and the payment of appropriate dues as specified in the Bylaws.

ARTICLE IV - OFFICERS

SECTION 1. The officers of this Association shall be a President, a Vice President, the Immediate Past President, a Secretary, and a Treasurer. Other officers may be elected as deemed necessary by the Association. All officers must be Active-Membersmembers in good standing of the Association.

SECTION 2. The officers shall be elected by the following process:

* The President of the Association shall appoint a Membership-Nominating Committee. It shall be the duty of the Membership-Nominating Committee to develop Nominations Forms to be used by the candidates for office in the Association. The Membership-Nominating Committee will send a blank Nominations Form to each member of the Association. Forms must be disseminated by October 15th.

* The nominations will be forwarded to the New Hampshire Association of Certified Public Managers, P.O. Box 575, Concord, N.H. 03302-0575 or to an address designated by the Nominations and Elections Committee by November 1st.

* The Nominations and Elections Committee will disseminate ballots to all Active-Society-membersmembers in good standing by November 15th.

* Members will return the completed ballot to the

Association Secretary/designee by December 1st. No member shall have more than one vote.

* The ~~The Membership~~ Nominations and Elections Committee will count the ballots. The committee shall be comprised of the immediate past president, one member of the Association not serving on the Board and a designee from the N.H. CPM Program Board of Advisors. Each candidate for office will be entitled to have an observer present during the counting of the ballots.

* A state wide Association meeting will be held in ~~February~~ January. Installation of the new officers will be held during the meeting.

SECTION 3. A plurality of votes cast for a particular office shall constitute an election.

SECTION 4. *All vacancies in elective offices, except the office of president, shall be filled by appointment of the president, with the approval of the remaining officers, for the unexpired part of the term. In the event of a vacancy in the office of the president, the vice president shall become president for the remainder of the unexpired term.

*In the event that the Immediate Past President is unable to complete the full term or fulfill the duties as described in Article IV, Section 6; the previous Past President shall fill the position for the remainder of the unexpired term. Should the previous Past President be unable to fill this vacancy; the resolution of this vacant position shall be at the discretion of the NHACPM Board.

SECTION 5. The term of office shall be for two (2) calendar years following their election or until their successors are elected. No officer shall serve more than two consecutive terms in the same office. Six months or longer shall be a term of office when determining eligibility for re-election, except for the vice president serving the unexpired term of the president.

SECTION 6. In the event it becomes necessary to remove an officer from office, the designee of the NH CPM Program Board of Advisors shall be notified of the action pending and shall advise the Officers on all matters relating to the removal of the officer in question. An officer can be removed for the following reasons:

(a) Non- performance of duties

(b) Actions contrary to the purposes of the Association, or injurious to the Association or the members of the New Hampshire Association of Certified Public Managers.

(c) Conviction of or adjudication withheld for a felony or misdemeanor involving dishonesty or moral turpitude.

To remove any officer(s) from office, a two - thirds (2/3) vote of the remaining officers shall be required. This vote shall be by written ballot and shall be tallied by the designee of the NH CPM Program Board of Advisors and the President. The Secretary shall serve in this capacity should the President be the individual of the subject vote.

ARTICLE V - DUTIES OF OFFICERS

SECTION 1. The duties of the officers shall be such as are implied by their respective titles and as are specified in these Bylaws.

SECTION 2. The President shall be the principal officer of the Association and shall:

(a) Preside at the meetings of the board of directors and the meetings of the Association.

(b) Appoint Standing Committee and Special Committee Chairs and Members to all Committees as needed. All appointments are subject to the approval of the majority of the officers.

(c) Fill vacancies in elected or appointed offices, subject to the approval of the majority of the officers.

(d) Be a member ex - officio, without vote, on all committees.

(e) Cause to be sent to each [member of the](#) Board of Directors ~~member~~ a call for all state wide Association Meetings at least thirty (30) days prior to the meeting.

An agenda for the meeting shall be included with the call to the meeting.

(f) The President shall be authorized to countersign checks.

(g) Serve as a communications liaison between the New Hampshire Association and the American Academy of Certified Public Managers.

(h) Subject to the direction of the incoming President, be responsible for the completion of unfinished business through January 31 following their term of office.

(i) Keep the Vice President informed on all Association activities.

(j) Determine the location of the Board Meetings, with the approval of the majority of the Board Members. (See Article VI, Section 4, for additional information.)

(k) Deliver to the incoming President, all files, papers and other property belonging to the Association immediately upon retiring from office.

SECTION 3.

The Vice President shall:

(a) Perform the duties of the President in the President's absence or inability to serve.

(b) Serve as liaison to the Standing and Special Committees; serve as ex-officio without vote on all committees; and submit a quarterly report summarizing the activities of each committee to the Board of Directors.

(c) Serve as Chairman of the Education and Training Committee and be responsible for organizing and implementing the Annual Association Training Symposium. The Vice President shall be authorized to countersign checks for the Association.

(d) Become President for the unexpired term in the event of death, resignation or removal of the

President.

- (e) Assist in such other capacities, as the President or Board of Directors shall direct.
- (f) Deliver all files, papers and other property belonging to the Association immediately upon retiring from office.
- (g) Serve as a member of the Board of Advisors of the NH Certified Public Managers' Program representing the Association.

SECTION 4. The Secretary shall:

- (a) Keep the minutes of all meetings of the Officers, the Board of Directors, and the Association.
- (b) Furnish the Officers and the Board of Directors with copies of the minutes of all their meetings within thirty (30) days of the meeting.
- (c) Maintain official copies of all correspondence generated by or received by any member of the Executive Committee.
- (d) _____ ~~(d)~~ Shall be responsible for procuring and distributing as appropriate all NHACPM mail as received and review all activities at regularly scheduled board meetings.
- (e) The Secretary shall be authorized to countersign checks for the Association.
- ~~(e)~~(f) Deliver to successor all files, papers and other property belonging to the Association immediately upon retiring from office.

SECTION 5. The Treasurer shall:

- (a) Be responsible and account for all monies of the Association. All monies shall be deposited in depositories selected by the Officers with the agreement of the Board of Directors.

- (b) At the discretion of the board the treasurer may be bonded as deemed necessary to perform the treasurer's functions. The Association shall pay the bonding fee.
- (c) Keep complete and accurate account of all receipts and disbursements, which shall be subject at all times to examination by the officers.
- (d) Distribute written Treasurer's reports at all meetings of the Association, the Board of Directors, and the Officers.
- (e) Prepare a budget report on ~~June~~ September 30th and at the annual meeting in January of each year for the officers.
- (f) Disburse funds only upon receipt of original bills and properly executed vouchers, which have been approved by the Board at its regular meeting or through polling of all members.
- (f) Shall countersign checks.
- (g) Have the books audited bi-annually, no later than January 31st by the Board of Directors or an auditing committee approved by the officers. The audit report shall be presented to the Association at the next meeting following completion of the audit for adoption and disseminated to each Association member.
- (h) Forward membership dues for NHACPM members to the American Academy of Certified Public Managers.
 - (i) Deliver to the successor all funds, securities and records of the Association immediately after the close of the fiscal year.

SECTION 6. Immediate Past
President shall:

(a) Have served at least one year as President of the New Hampshire Association of Certified Public Managers(NHACPM)

(b) Be responsible for mentoring the current President and other members of the board.

(c) The immediate Past President shall chair the Nominations and Elections Committee.

ARTICLE VI - BOARD OF DIRECTORS

SECTION 1. The Board of Directors shall consist of the following members:

(a) Officers of the Association

(b) ~~Immediate Past President of the Association~~
Two Members-at-Large of the Association.

SECTION 2. The President of the Association shall serve as Chair of the Board of Directors.

SECTION 3. A quorum for the Board of Directors shall consist of at least four members of the Board.

SECTION 4. The Board of Directors shall meet at least quarterly. The location for any meeting shall be rotated throughout the state or situated in a central location.

SECTION 5. Members of the Board of Directors shall not miss more than two (2) consecutive meetings without just cause and notification prior to the scheduled meeting. Should there be an occasion that a member cannot attend the meetings the board may consider removal from office.

SECTION 6. The Board of Directors shall have the power to act for the Association. A report of the actions taken by the Board of Directors shall be given at meetings of the Association. The Association shall have the power to change Board action

should it become necessary. A majority vote of the Association members present at an Association meeting is needed to change any action of the Board of Directors.

A written vote of the members of the Association may be taken at the request of the President. Such vote shall have the force and effect of a vote taken at a meeting. Each written response must be forwarded to the Secretary within ten (10) days.

Members of the Association shall be entitled to only one vote. No voting by proxy shall be allowed.

ARTICLE ~~VIII~~VII- COMMITTEES

SECTION 1. The Standing Committees of the New Hampshire Association of Certified Public Managers shall be: Membership, ~~Fund-Raising~~Ways and Means, ~~Education & Training, and Community Relations.~~and Conference Committee.

SECTION 2. Special Committees (Ad hoc Committees) may be appointed as deemed necessary.

SECTION 3. The President with the agreement of the Board of Directors shall appoint all Committee Chairs and Committee Members for one (1) year. Members may be reappointed. ~~, with the exception of the Vice President who, by virtue of his or her office, chairs the Education & Training Committee. No member may serve on the same committee for more than three (3) consecutive years.~~ Only members in good standing shall be eligible to serve on Standing or Special Committees.

SECTION 4. The ~~Fund-Raising~~Ways and Means Committee shall be composed of a Chair and at least two members. Scope: Responsible for developing programs and activities for the purpose of fund raising for the NHACPM in the following areas:

- Analyze financial requirements for the organization
- Develops plans and activities to procure anticipated funds for the organization
- Submit recommendations for fund raising activities for approval to the Board of Directors.

- Implement approved plans and activities with the assistance of committee members and volunteers.
- Act as NHACPM purchasing agent.
- Maintain merchandise inventory for the Association.

SECTION 5.

The ~~Education & Training~~Conference Committee shall be composed of ~~the Vice President serving as~~ a Chair and at least two other members. Scope: Responsible for planning and implementing the NHACPM Annual Professional Development Conference.

- Responsible for reporting to the NHACPM Board suggestions for conference, date, facility, budget and theme. NHACPM Board, in consultation with Chair is responsible for approving conference date, facility, budget, theme and logo.
- Communicates to the Board information pertaining to the conference planning process.
- Facilitates meetings with committee members on duties and tasks as described in the conference checklist.
- Recommends to the Board decisions on keynote speaker and advises the Board on workshop topics and speakers.
- Communicates orally and in writing with speakers, hosting facility, Governor, AACPM President, Askew Award recipients, Askew Award Project Sponsor and other pertinent individuals as needed for the conference.
- Monitor and maintain a tracking system for conference registrations to ensure that deadlines are met and sessions are not over booked as space within the facility allows.
- Coordinate with NHACPM Treasurer to ensure collection, recording and deposit of conference registration fees, and timely payment of conference expenses.
- Assists committee members as needed to complete delegated tasks.
- Deliver to successor all files, papers and other property belonging to the Association immediately upon retiring from office.

~~SECTION 6. The Community Relations Committee shall be composed of a Chair~~

~~and at least two members. The committee is responsible for coordinating all volunteer activities, media relations and Association outreach efforts.~~

SECTION 7.6.

_____The Membership Committee shall be composed of up to five members of the Association. ~~and the designed liaison of the NH CPM Program Board of Advisors.~~ Scope: Responsible for the development of information on benefits of membership of the Association.

- Organizing a membership information table each January for the CPM/CPS Program graduation.
- Conduct a membership drive in February of each year through soliciting new members from the recently graduated classes and others eligible for organization membership.
- Preparation and mailing of new members packets to all new members upon notification of the Treasurer of dues having been paid and delivery of a completed application form.
- Notifying the membership of up-coming events and coordination of member participation.
- Coordinate issuing member certificates and membership cards (new and renewal) at designated times.
- Soliciting discount opportunities for members and advise the membership of available discounts.
- Maintain and update the membership database with the treasurer.
- Attendance at organizational meetings as the request of the Board.

SECTION 7.

Historian – The Board shall appoint a member to serve the role of organization historian responsible for preserving and documenting photographs and information from NHACPM and AACPM events concerning the NH Association.

- Coordinates gathering of information from the event participants for the NHACPM archival Scrapbook.
- Record through scrap booking the photographs, memorabilia and information of the event(s).
- Provide the Association scrapbook to the President for display at events.

SECTION 8.

Communication Committee shall be composed of a webmaster and editor of the NHACPM Newsletter – The

Board shall appoint members to serve on the committee who are responsible for maintaining and updating the NHACPM website and NHACPM newsletter providing current information for members. This committee will also maintain the historical documentation of the organization, such as minutes to meetings, events and by-law amendments.

SECTION 9. Nominations and Elections Committee duties are outlined in Article IV, Section 2.

SECTION 10. The Board of Directors may remove a member from an appointed position for the same reasons it can remove an officer (See Article IV, Section 6, (a), (b), and (c)). The procedure described in Article IV, Section 6, for removing an officer from office, shall be used to remove a member from an appointed position.

ARTICLE ~~IX~~ VIII - SPECIAL CALLED MEETINGS

SECTION 1. Special Meetings of the Association may be called by using one of the following methods:

(a) By the Association President

(b) At the written request of at least four members of the Board of Directors

If the Special Meeting is called as specified in (b), the written request is to be sent to the President of the Association with a copy to all members of the Board of Directors.

The President of the Association will send the official call to the special meeting to all members. Only the matters specified in the Call shall be considered at a special meeting. The President shall include an Agenda for the meeting in the Call to the Special Meeting.

ARTICLE ~~X~~ IX – AMERICAN ACADEMY OF C.P.M.

The New Hampshire Association of Certified Public Managers, Inc., shall be affiliated with the American Academy of Certified Public Managers, affording its

~~Active Members~~ members the benefits offered through the national organization. A portion of the dues paid by the Active and Associate Members of the New Hampshire Association of Certified Public Managers shall be forwarded to the American Academy of Certified Public Managers on behalf of the local member.

ARTICLE ~~XI~~ X - DUES

SECTION 1. The annual dues for the Association shall be established annually by recommendation of the Board of Directors, and shall include the dues for membership in both the New Hampshire Association of Certified Public Managers and the American Academy of Certified Public Managers as appropriate as \$25.00 for Active Members and \$15.00 for Associate Members. Dues shall be payable on or before the first day of each fiscal year for the Association. Dues are to be established thereafter each year at the annual meeting in January.

ARTICLE ~~XII~~ XI - FISCAL YEAR

SECTION 1. The fiscal year for the Association shall begin the first day of January and shall end on the thirty-first day of December each year.

ARTICLE ~~XIII~~ XII - VOTING

Any vote taken by the Association Membership shall be by written ballot or other means agreed to by the members of the Association present & voting, and shall be decided by Plurality of the votes received.

ARTICLE ~~XIV~~ XIII - PARLIAMENTARY PROCEDURE

The rules of parliamentary procedure comprised in the current edition of as outlined by ROBERT'S RULES OF ORDER NEWLY REVISED as interpreted by the Chair shall govern all procedures of the Association and the Board of Directors and the Executive Committee, subject to such special rules as have been or may be adopted.

ARTICLE ~~XV~~ XIV - AMENDMENTS

SECTION 1. These bylaws may be amended, altered or repealed by a two-thirds vote of the member's ballots received by mail.

SECTION 2. All amendments to these bylaws shall be in compliance with the Bylaws for the American Academy of Certified Public Managers. Any conflict shall be resolved in accordance with the American Academy policy and procedure.

ARTICLE ~~XVI~~ XV - DISSOLUTION

Upon dissolution of the New Hampshire Association of Certified Public Managers, Inc., all of the organization's assets remaining after payment of all costs and expenses of such dissolution shall be distributed to another State Society or Association of Certified Public Managers, or other organization that qualifies under state tax regulations. None of the assets will be distributed to any member, officer or trustee of the dissolved organization.

APPENDIX
2003 DUES

<i>PER ACTIVE MEMBER</i>	<i>ANNUAL</i>
NH ASSOCIATION OF C.P.M.	\$15.00
AMERICAN ACADEMY OF C.P.M.	\$10 15.00
TOTAL DUES AMOUNT	\$ 25 30.00
<i>PER ASSOCIATE MEMBER</i>	<i>ANNUAL</i>
NH ASSOCIATION OF C.P.M.	\$15.00
<u>AMERICAN ACADEMY OF C.P.M.</u>	<u>\$15.00</u>
TOTAL DUES AMOUNT	\$ 15 30.00
<i>PER AFFILIATE MEMBER</i>	<i>ANNUAL</i>
<u>NH ASSOCIATION OF C.P.M.</u>	<u>\$15.00</u>
<u>TOTAL DUES AMOUNT</u>	<u>\$15.00</u>
<i>PER HONORARY MEMBER</i>	<i>ANNUAL</i>
NH ASSOCIATION OF C.P.M.	NONE
AMERICAN ACADEMY OF C.P.M.	\$10.00