



BY-LAWS

of the
Mississippi Association of Personnel
Administrators
(MAPA)

A MISSISSIPPI NON-PROFIT ORGANIZATION



MAPA By-Laws

I. Name and Title

1. **Name and Title.** The name and title of this organization shall be the Mississippi Association of Personnel Administrators, Inc., a nonprofit organization hereinafter referred to as the Association.

II. Purpose of the Association

1. **Purpose.** The purpose of the Association shall be to provide a means for the improvement of public personnel administration through networking, sharing information and providing professional educational and development opportunities.

III. Membership and Fees

1. **Eligibility for Regular Membership.** Those individuals working in or retired from state, county or municipal government with responsibilities for personnel, payroll and/or training functions shall be eligible for membership during their tenure of employment, or upon retirement.
2. **Membership Fees.** The annual membership fees are set by the Executive Committee. Fees are due and payable to the Mississippi Association of Personnel Administrators, P.O. Box 2301, Jackson, Mississippi, 39225, beginning July 1, of each fiscal year. Fees are due for a new member at the time of admission to the Association. Members, who have not renewed their membership by August 1, will be considered delinquent. Memberships not renewed by September 1 shall be removed from the list of active members and will lose their membership rights until fees are paid. Anyone who joins during the last quarter will receive paid membership through the next year.
3. **Participation.** All members in good standing shall be eligible to participate in the activities of the Association. The privilege of voting and holding an office is restricted to members in good standing.

4. **Quorum.** A quorum consists of a simple majority of one-third of the total membership in good standing present at the meeting and by mail ballot from members in good standing unable to attend the meeting. Each member shall be allowed one vote. Members not present at the meeting will have to request a ballot from the Nominations Committee Chair. Only those ballots returned from email sent to members in good standing and by the deadline date will be counted.
5. **Termination of Membership.** Termination of employment from a position, which entitles a member to regular membership in the Association automatically, terminates such eligibility for membership, unless the termination is a transfer to another qualifying position. Such termination operates as a release of all rights, titles, and interest in the property, effects, and assets of the Association. If paid by the employing entity, the membership belongs to the agency, not the specific person
6. **Officers, Board Members and Committees**
 1. **Officers.** The Officers of the Association will be selected from members in good standing and shall consist of the President, the Vice President/President-Elect, the Treasurer, and the Secretary.
 2. **Board of Directors.** There shall be a five-person Board of Directors, which shall act, in an advisory capacity of the Officers in matters pertaining to the activities and role of the Association. The Board shall elect a Chairperson.
 3. **Executive Committee.** There shall be an Executive Committee composed of the current Officers, members of the Board, Committee Chairpersons, and the immediate past President of the Association.
 4. **Other Committees.** The President of the Association shall appoint from the membership such standing and special committees as may be required to carry out the purpose of the Association. Committees and duties are further identified in the by-laws section XIII.
 5. **Committee Meetings.** Committee meetings will be held at a time and place to be designated by the committee Chairperson.

IV. Election of Officers and Board Members

1. **Nomination Procedures.** The President shall appoint a Nominating Committee that consists of a Chairperson and two members who are not officers of the Association.

The Nominating Committee shall submit to the Association at the September meeting at least two nominations for each office and eight nominations for the Board. The membership may make additional nominations from the floor. Nominees shall be members in good standing. If the nominating committee is unable to determine two or more candidates for an office, or eight for the Board, the requirements are hereby waived and the nominating committee shall present any known candidates at the September quarterly meeting and accept nominations from the floor. It shall be the responsibility of this committee to set guidelines for election of the association's officers and board members. Duties include ballot preparation, distribution and vote tally. Also, it applies to any other type membership voting (stewardship, by-laws, etc.) The Nominations Committee shall adopt procedures to ensure the integrity of the voting process.

- a. **Election Procedures.** The Officers and Board Members shall be elected for one year by a simple majority vote of one-third of the total membership of members in good standing present at the September meeting and by email ballot from members in good standing unable to attend the September meeting. Each member shall be allowed one vote. The election meeting shall be held the second Wednesday of every September. Each candidate shall be given the opportunity to speak to the Association at the September meeting. Members not present at the September Quarterly meeting will have to request a ballot from the Nominations Committee Chair. Only those ballots returned from the official email and by the deadline date will be counted. Officers are elected for positions based on receiving the largest number of votes cast by position. For positions of the Board, the five nominees receiving the largest number of votes shall be elected. Upon evidence of a tie vote, the Executive Committee will be instructed to vote between the two members for a final selection. All members will be notified by newsletter or electronic mail as soon as the winners have been determined. Introduction of the officers will be made at the opening assembly of the Annual Fall Conference meeting each year.

2. **Installation of Officers.** The newly elected Officers (except the Treasurer) and Board members shall assume office at the close of the Annual Fall Conference meeting each year. Outgoing officers and Board members shall relinquish to the newly elected officers all rights, titles, property and assets of the Association that those officers may have held by virtue of their position. The Treasurer shall take office once the Association financial records are audited.

V. Duties of Officers and Board Members

1. **President.** The President shall preside at all meetings of the Association, appoint all committees, call special meetings and cast the deciding vote in the meeting of an Executive Committee in case of a tie vote. The President shall be an ex officio member of all committees and shall perform other such duties, as parliamentary usage shall require. The President shall approve all programs and program expenditures.
2. **Vice President/President-Elect.** The Vice President/President-Elect shall assist the President in his/her duties and shall preside in his/her absence. He/She shall succeed to the office of President at the close of the annual fall conference, or prior to that should that office prematurely become vacant. In addition, the Vice President/President-Elect shall be responsible for providing the program for each meeting and notifying each member as to the time and place of each regular meeting.
3. **Treasurer.** The Treasurer shall care for all funds belonging to the Association; shall routinely obtain mail from the post office box of the Association and disseminate it accordingly; shall complete and provide to members of the Association a current membership list showing the name, telephone number, and email address of each paid member, shall maintain a record of all Association receipts and expenditures for presenting a financial report to the Association at each meeting and which, in annual form shall be presented to the Audit Committee in the month following the end of his/her term, and shall assume any other duties authorized by the President. The Treasurer of the Association is authorized to sign all checks, and maintain the usage of the Association's debit/credit card. However, both the Secretary and Treasurer shall have their signatures on the bank signature cards. The Secretary shall be authorized to sign checks in the absence of the Treasurer. No member may serve as the Treasurer for more than two consecutive years.

4. **Secretary.** The Secretary shall care for all correspondence, supplies (name badges, etc.) and properties belonging to the Association, and shall record the minutes of each meeting; shall have custody of the by-laws and have them available for each meeting of the Association; shall ensure that members and guests register at each regular, special, and committee meeting called by the President, shall make name badges available to paid members at each regular meeting; and shall obtain and prepare certificates and other items indicating membership or special contribution to the Association. The Treasurer of the Association is authorized to sign all checks and maintain the usage of the Association's debit/credit card and the Secretary will monitor the usage of the debit/credit card. However, both the Secretary and Treasurer shall have their signatures on the bank signature cards. The Secretary shall be authorized to sign checks in the absence of the Treasurer. No member may serve as the Secretary for more than two consecutive years.
5. **The Executive Board.** The Executive Board is empowered to act for the Association in all matters not specifically covered by these by-laws. The Executive Board shall appoint an Auditing Committee consisting of two members who are not officers of the Association to audit the books of the Association as of the close of business of the last day of October each year. The Auditing Committee will include with the audit a complete statement of all money received and expended showing amounts on hand and said reports shall be made available for the inspection and information of all members of the Association at the December regular meeting. The Executive Board shall appoint a successor to complete the unexpired term of office should the office of Vice President/President-Elect, Treasurer, Secretary or Board Members become vacant before the regular annual election. Additionally, The Executive Board can appoint an assistant to the Secretary or the Treasurer position should an assistant be required and requested by the current officer. A quorum of the Executive Board is defined as a minimum of five members present excluding the President. In the event of a tie vote, The President shall cast the deciding vote. The President, the Chair of the Board or any other two members of the Executive Board may call a meeting of the Executive Board at any time. Additionally, the Executive committee will be responsible for reviewing the nominations for "MAPA Member of the Year" award and "MAPA Outstanding Member" award. These awards shall be presented at the annual conference.

6. **Board of Directors.** The Board of Directors shall act as advisory board to the Officers of the Association and shall provide guidance on both administrative and program activities of the Association. The Board of Directors shall elect a chairperson. The maintenance of the Association's historical documents shall be the responsibility of the Board Chair. No member may serve on the Board of Directors for more than two consecutive years.

VI. Meetings

1. **Regular Meetings.** Regular meetings will be held once a quarter in March, June, September and December on the second Wednesday of the month. In the event this day falls on a holiday, or a day when the Executive Board determines an alternated date of the months would be more appropriate, the President shall determine an alternate date. During the March quarterly meeting, a get acquainted social will be held. The annual conference will be held in the fall. The President and/or Vice President of the Association shall designate the time and place of all regular meetings.
2. **Special Meetings.** Special meetings may be called by the President of the Association in addition to or in lieu of regular meetings, provided notice a minimum of three (3) days' notice is given to the membership.
3. **Executive Committee Meetings.** Executive Committee meetings should be held no less than semiannually to discuss matters pertaining to the Association's programs, goals, objectives, and the annual conference.
4. **Executive Board Meetings.** Meeting of the Executive Board shall be called by the President of the Association or any other two members of the Executive Board at any time.

VII. Rules of Order

1. **Procedure.** Deliberation of the Association shall be governed by parliamentary usage as contained in *Robert's Rules of Order* when not in conflict with these bylaws. A copy of the Robert's Rules of Order shall be held by the Secretary.
2. **By-Laws Procedures.** Bylaws may be amended at any regular meeting. Recommendations from the By-laws Committee should be submitted to the Executive Committee for review and approval. If approved by the

Executive Board, the amended by-laws shall be provided to the membership at least seven days prior to the next scheduled meeting to be voted on. Members in good standing present at the meeting and those unable to attend the meeting that request a ballot by email from the Nominations Committee Chair are able to vote. The ballot shall be an official ballot emailed and returned by deadline date designated. Each member shall be allowed one vote. Only those ballots returned by the official email and by the deadline date will be counted. Upon approval by a simple majority vote, the changes to the by-laws will be effective.

IX: Stewardship

1. Procedures - The membership may vote in the December meeting to contribute up to ten percent (10%) of the reconciled balance of the Association checking account as of the November bank statement to an incorporated non-profit organization provided a quorum is present. Members shall make nominations of candidate organizations from the floor during the December meeting or when determined by the President and Executive Board. The contribution and organization will be decided by a simple majority vote of one-third of the total membership in good standing unable to the meeting. Each member shall be allowed one vote. Members not present at the meeting will have to request a ballot from the Nominations Committee Chair. Only those ballots returned by official email and by the deadline date will be counted. The contribution will be made within ten days of the favorable vote or at a time agreed upon by the President and the receiving organization.

X. Courtesies

1. Extend a courtesy (sympathy card) to a member's family due to the loss of a member in good standing upon notification to the President.
2. Extend a \$25 courtesy (gift card) to former MAPA Presidents upon retirement and proper notification.
3. Extend a courtesy (card or token gift) to members for outstanding contributions upon recommendation and approval of the Executive Committee.
4. Shall see that appropriate courtesies are extended to members who have illnesses and to retiring past Presidents of the chapter.

XI. Archival Records

1. A committee shall be appointed to keep archives and various artifacts (i.e. pictures, convention documents, minutes (board and committee) disks, videos, electronic data, etc.) directly related to the Association. The Chair of the Board of Directors shall be the Record's Manager who is responsible to preserve the Association historical documents in a secure facility. The Chair is also responsible for the supervising and coordinating the retention and destruction of documents pursuant to the document retention schedule. The Chair shall have the authority to call meetings at his/her discretion. This committee will present archival records (electronic or hard copies) for the review of members or elected officers/board members of the Associates upon request. This will be a standing committee of the Association.

2. Retention and Destruction Schedule of the Association Documents the Archival Records Committee will adhere to the following schedule for retention and destruction of Association documents.

Document Type

Retention Period

Accounting and Finance

Annual Financial Statements/Audit Reports	Permanent
Bank Statements/Reconciliations/Deposits	7 years
Canceled Checks (routine)	7 years
Canceled Checks (special) –Litigation/Loans	Permanent
General Ledger	7 years
Interim Financial Statements	7 years

Contributions/Gifts/Grants

Contributions Records	Permanent
Documents Evidencing Term of Gifts	Permanent
Grant Records	7 years after grant

Exemptions

Articles of Incorporation/Amendments	Permanent
Minute Books/Board/Committee Minutes	Permanent
Reports of AG and Secretary of State	Permanent
IRS Exemption Application	Permanent
IRS Exemption Determination Letter	Permanent
State Exemption Application	Permanent
Employer Identification (ETN) Designation	Permanent

Correspondences and Internal Memoranda

Hard Copy Correspondences and Internal Memoranda (relating to routine matters w/no lasting significance)	2 years
Hard Copy Correspondences and Internal Memoranda (relating to important to organization having lasting significance)	Permanent
Electronic Mails w/lasting Significance	Permanent
Other Electronic Mails	12 months

Insurance

Liability Insurance Policies	Permanent
Insurance Claims Records	Permanent

Contrasts

Related Documents/Correspondences	10 years after termination
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Management and Miscellaneous

Policies and Procedure Manual	Current version with revision Revision history
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Property

Trademarks, Copyrights	Permanent
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Tax

IRS Rulings	Permanent
Tax Returns	Permanent

Other items not included in this retention/destruction schedule shall be reviewed by the Archival committee, which will make recommendations to be approved by the Association officers and Board of Directors. When documents are to be destroyed, the Committee Chair will present a destruction list to the officers and board member of the Association before the destruction of documents. The Chair will oversee all destruction of property.

NOTE: Financial archival records will be maintained by the Treasurer in a secure facility until the retention period has expired and the destruction recommendation is approved by the Association's Executive Board.

XII. Association Funds

1. Funds may be expended for the following with receipts for expenses:
 - a. To pay invoices approved by the President or Officers
 - b. To pay banking and postal fees
 - c. To pay for all reasonable and actual expenses incurred by committees and their members during the course of conducting committee activities. A committee budget must be approved by the Officers prior to any expenses being incurred or any purchase reimbursement request being submitted.

2. Restrictions on Activities/Expenses:

No part of the income of the Association shall be distributable to its directors, officers, committee members, or the regular membership for duties performed unless authorized by the current year Officers. No funds shall be expended on alcoholic beverages for any function. The Association shall not participate in any political campaign on behalf or against any candidate for public office.

XIII. Committee Responsibilities

1. Audit Committee: Monitor internal controls process. Committee Members are not the current financial officers but should have knowledge of the chapter's fiscal officers. The committee responsibilities include: verification of receipts, verification of expenditures, verification of checkbook balances, ensure presence of expenditure documentation (receipts, invoices, etc.), notify chapter of any weakness in financial structure and recommend improvements. The committee shall report all findings to the chapter upon completion of the internal audit.

2. By-Laws Committee: Responsible for reviewing by-laws, to re-write by-laws as needed to meet the current direction and needs and to submit revisions to the membership for an approval vote. Review by-laws annually.

3. Conference Program Committee: Develop the overall Annual Conference schedule; arrange for speakers and session presenters; obtain biographies and photos from each speaker and presenter for the conference program book; identify keynote and learning session speakers for the Annual Conference. Arrange and confirm speaker requirements (equipment, accommodations, etc.); Identify back up presenters in the event of a last minute cancellation.

4. Door Prize Committee: Solicit door prizes prior for the Annual Conference. As they are collected, secure prizes in a location prior to the conference and at the conference. Arrange for sufficient help to secure door prizes; solicit and collect door prizes from businesses in the area and any other source; conduct door prize

drawings at the Annual Conference using committee members to assist; maintain a list of donors; and send thank you notes after Annual Conference.

5. General Conference Committee: Ensuring the execution of all aspects relating to conducting the annual conference, serves as the primary resource for information pertaining to conference, review bids and make recommendations on prospective convention sites, request bids for the conference, set deadline for submission of bids

6. Membership Committee: Responsible for recruiting and retaining/renewing members; contact prospective members by phone or e-mail to invite them to join; contact delinquent members prior to cancellation of membership and encourage them to renew by requesting a reminder email to be sent to membership.

7. Newsletter Committee: Plan and produce the Quarterly Newsletter; ensure timelessness and dissemination of the newsletter; edit articles and proof read the final version; layout of newsletter. It shall be the duty of the Journalist, appointed by the President with approval of the Executive Committee, to write for publication all noteworthy actions of the association and will assist the Secretary with publication of the newsletter.

8. Nominations Committee: It shall be the duty of this committee to present directly to the chapter a slate of nominees for elected officers and board members. No member of the Nominating Committee shall be a candidate for any elective office. The committee shall contact persons submitted to verify interest in said office, select for consideration qualified candidates for each elected chapter office, present a recommended slate of candidates for each elected office at the September Quarterly meeting, call for and receive nominations from the floor for each office (must meet the same qualifications as slated candidates), close nominations from the floor, resume the search for qualified candidates when a single slated candidate withdraws or rescinds nomination. The Nominations Committee shall be responsible for notifying the members the requirements/process for nominating someone for the “MAPA Distinguished Service in the Field of Human Resources” and “ MAPA Member of the Year” awards. The nominations shall be reviewed by the Executive Board.

9. Publicity Committee: Shall see that all newsworthy activities of the Association are publicized. The committee will spotlight the accomplishments of the association or its members which may be of public interest and shall submit association news articles and/or press releases to local and state media. All news items shall be submitted to the chapter President for approval before being released.

10. Registration Committee: Maintain list of conference registrations; develop and evaluate registration process for attendees and vendors; assemble and disseminate attendee packages including name tags for attendees; secure items for registration bags.

11. Silent Auction Committee: Responsible for collecting and storing items for auction to the highest bidder during the annual conference. Proceeds from the auction will go the same organization as the stewardship donation.

12. Vendor Committee: Solicits vendors; send out information regarding vendor options (vendor letter/packet) for the Annual Conference; must communicate closely with the Treasurer; respond to vendor questions/requests prior to and during the conference; responsible for vendor ads and format for Annual Conference Program booklet (along with Conference Program Committee); send thank you notes or emails after Annual Conference.

13. Website Committee: Shall be responsible for maintaining the Association's website. The committee will make sure items submitted be typed with clear instructions, any items and/or pictures submitted must be approved by the association's President.