

Constitution and Bylaws

Of the Minnesota Chapter

of the International Society for Performance Improvement

June 2005

Article I: Name

This association shall be known as the Minnesota Chapter of the International Society for Performance Improvement.

Article II: Purposes and Objectives

The objectives of this Society shall be:

1. To advance the principles and practice of human performance technology (HPT) including instruction.
2. To encourage the development and application of efficient and effective processes and technologies to enhance human performance.
3. To promote scientific research relating to techniques of human performance technology.
4. To diffuse the findings of relevant research.
5. To provide orientation and guidance for persons and/or organizations who are interested in any of the above mentioned objectives.

Article III: Membership

Membership in the Chapter shall be open to any individual interested in the purposes of the Chapter. An applicant for membership shall become a member of the Minnesota Chapter upon payment of the Chapter's annual dues. All individuals having paid local dues are entitled to vote on all local issues.

Article IV: Organization

Section 1: Authority. The highest authority for deciding the policies and managing the affairs of the Chapter is the voting membership duly assembled or voting electronically or by mail. The voting membership amends this Constitution, elects the executive officers, and resolves policy questions brought to it. They may confirm, revise, or repeal the action of the Executive team or any officer of the Chapter.

Section 2: Officers. The executive officers of the Chapter shall include:

6. A **President** to provide leadership as well as conduct and administer the business of the organization.

7. A **President-Elect** to assist the President in whatever capacity deemed necessary by the President and to replace the President in case of death or resignation.
8. An **Internal Communications Chair** to record actions, policies, and decisions of board meetings and report highlights of board decisions to the general membership.
9. A **Treasurer** to be responsible the financial affairs of the Chapter.

Section 3: Terms of Office.

- a. The executive officers of the Chapter shall serve for a term of one year beginning in July. The President-Elect will succeed the President.
- b. In the event of the vacancy of an elected office during a term of office, the President, with the approval of the Executive team, will appoint an officer to fill the expired term.

Section 4: Nominations. A Nominations team shall be appointed by the President. It must include only one member of the Executive team and at least one member at large. The Nominations team shall be responsible for soliciting nominations from the membership, and shall present a slate of nominees for the positions of President-Elect, Internal Communications Chair, and Treasurer at the nominations meeting.

Section 5: Elections. The annual election will be conducted electronically or by mail. It will be held between the nominations meeting (normally in April) and the next regularly scheduled meeting (normally May) provided adequate notice of the election has been given to the membership. Each office will be decided on the basis of the most votes received from the members voting electronically, by mail, and at the May meeting. The results of the election will be announced at the June meeting and via a subsequent e-blast.”

Section 6: The Executive team.

- a. The Executive team shall consist of the President, President-Elect, Internal Communications Chair, Treasurer, and Immediate Past-President. The officers-elect will be non-voting ex-officio members of the Executive team between the time of their election and the time they assume office.
- b. The Executive team shall determine policy and may establish regulations for the conduct of the Chapter.

Section 7: Additional Offices

- a. The President may appoint additional officers, chairperson, coordinators, or similar positions, to aid in the execution of duties. Such appointments, however, carry no tenure and may be revoked at any time by the President.
- b. A standing team on programs shall be appointed by the President before assuming office. This team shall be responsible for programs at meetings during the term of office of the Executive team.

Article V: Meetings

Section 1: Monthly Meetings. Meetings will normally be scheduled monthly (September through June, excluding December) at appropriate locations.

Section 2: Quorum. Three members of the Executive team and ten other members of the Chapter shall jointly constitute a quorum. All actions taken at meetings shall be by a simple majority vote of the members present. Actions requiring a vote electronically or by mail will require a simple majority of members responding within a specified time following the electronic or mailed vote. .

Article VI: Constitution and Amendments

Section 1: Adoptions. This Constitution shall go into effect when approved by two-thirds majority of the members of the Minnesota Chapter.

Section 2: Procedure.

- a. Motions to amend the Constitution may be made in writing at a regular meeting by any member of the Chapter.
- b. The Constitution may be amended by a simple majority vote of all members electronically or by mail ballot.

Section 3: Policy. No amendment shall be made which is contrary to the published policy of the International Society, and no part of the Constitution is to be construed as contrary to the Constitution of the International Society.

Section 4: Bylaws. The Chapter membership shall have the right to establish and amend a body of Bylaws for this Constitution. Procedures for establishing and amending Bylaws will be the same as those specified in Article VI for amending this Constitution.

Article VII: Identification and Promotion

Section 1: Symbol. The symbol of the Minnesota Chapter of the International Society for Performance Improvement shall be a copy or adaptation of the following:

Section 2: Newsletter. The Chapter newsletter eBlast will be the official publication. It will be distributed to all Chapter members and to others as designated by the Executive team.

Article VIII: Dissolution

If the Chapter shall determine to terminate its activities and dissolve the Chapter, all the assets and property of the Chapter without exception, shall be transferred to an educational institution or organization whose purposes and objectives are consistent with Article II as determined by the Executive team.

Bylaws

Of the Minnesota Chapter of the International Society for Performance Improvement

Bylaw 1: Annual Dues. Annual dues for the Chapter shall be \$50 for regular members and \$25 for student members. A Group membership rate of \$40 per member is available when there are at least five members from the same organization.

Bylaw 2: Annual Banquet. A celebration will be held in June in lieu of the regularly scheduled meeting. Changes to the date of the banquet shall be determined by a majority vote of the current board. The results of the election of new officers will be announced at this meeting.