

PSHRA Michigan Chapter ByLaws

Article I – Name and Geographic Area

Section 1. This association shall be known as the “PSHRA Michigan Chapter” Public Sector HR Association, hereinafter called the Association.

Section 2. The jurisdictional area of the Association shall be the region which is known as Michigan. The principal office of the Association shall be the address of the President. This location may change as the office of the President changes and shall not be considered an amendment to these Bylaws.

Article II – Objectives

The objectives of this Association shall be:

1. To elevate public sector entities by providing a forum for individuals engaged in public human resources administration, personnel management, labor relations, and/or other related areas to connect, collaborate, and engage in discussions of mutual interest.
2. To offer impactful and accessible opportunities for professional development.
3. To encourage and facilitate cooperative action among public agencies on human resources problems and issues.
4. To mentor and shape the future of public sector human resources by providing opportunities for learning, support, and professional growth to those entering the field.

Article III – Membership

Section 1. Kinds of Membership. There shall be six kinds of membership in the Association: Full - National, Full - Non-National, Affiliate, Honorary Life, Student, and Veteran.

1. Full - National members shall be persons who hold a national PSHRA membership and are employed by management in a professional or technical capacity in public or private human resources management; or instructors in the same field. Full members may be Officers and Directors and may vote on all issues that come before the membership.
2. Full - Non-National members shall be persons who do not hold a national PSHRA membership and are employed by management in a professional or technical capacity in public or private human resources management; or instructors in the same field. Full members may be Officers and Directors and may vote on all issues that come before the membership.
3. Affiliate members shall be persons with an interest in public human resources administration but who do not meet the requirements for full members.

4. Honorary life members shall be persons recognized by the Association for their contributions to public human resources personnel administration and/or personnel management and the Association. Honorary life members may be Officers and Directors and may vote on all issues that come before the membership.
5. Student members shall be any full-time graduate or undergraduate student, or any person participating in a formal public service internship program sponsored by a recognized academic institution and cannot otherwise be currently employed by an HR agency. Student members may serve in at-large board positions and may vote on all issues that come before the membership.
6. Veteran members shall be individuals who have served honorably in the United States Armed Forces. Veteran members may be Officers and Directors and may vote on all issues that come before the membership.

Section 2. Non-Discrimination Statement. The Association shall not discriminate against any individual in membership or participation based on race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, marital status, familial status, height, weight, genetic information, or any other protected class under Michigan or federal law.

Section 3. Election of Members. All applications for membership shall be reviewed by the Director of Membership, or in that Officer's absence, a person appointed by the President, and those approved shall be forwarded with recommendations to the Board of Directors. Final decisions regarding the credentials of all applicants shall be made by majority vote of the Board of Directors present at the meeting during which membership applications are reviewed.

In extenuating circumstances (such as the ability to enjoy membership rates for PSHRA-MI events), the Director of Membership is authorized to approve membership and so notify the Board of Directors at the subsequent meeting immediately following such action.

Section 4. Interpretation. Requests for interpretations of credential requirements and election requirements shall be referred to the Board of Directors whose decision shall be final. It is understood that all personal pronouns, and words containing the prefix or suffix "them/they", used in these By-laws are generic, applying equally to all genders and identities.

Article IV – Dues

Section 1. Association dues for members shall be established annually by the Board of Directors. Honorary Life members shall be exempt from payment of dues.

Section 2. The membership year for dues and all other purposes shall be processed on a rolling calendar year.

Article V – Officers and Board of Directors

Section 1. The governing body of the Association shall be a Board of Directors consisting of the eight (8) officers of the Association and the past President.

Section 2. The officers of the Association shall be:

1. President. The President shall represent the membership in all Association matters. The President, subject to the approval of the Board of Directors, shall create committees and make committee appointments whenever it appears appropriate to do so. The President is the co-signer on the bank account. The President may assign duties to officers, other members of the Board of Directors, and other members, and shall schedule, convene, and preside at all meetings of the members and those of the Board of Directors.
2. President-Elect. The President-Elect shall act for the President in the President's absence, and shall be an ex-officio member of, and act as liaison agent for the President of all standing committees. This officer shall act as the coordinator and director of the Association's Annual Workshop, and shall chair workshop committee meetings, prepare schedules and timetables, and make periodic reports to the Board. The President-Elect is a secondary signer to the Treasurer and President on the bank account.
3. Director of Programs. The Director of Programs shall, subject to the approval of the President, make the necessary arrangements for all regular meetings of the Association and shall create programming for the development of members.
4. Director of Membership. The Director of Membership shall be responsible for promoting active membership in the Association, receiving all membership applications and renewals, and maintaining a directory of membership.
5. Director of Sponsorship. The Director of Sponsorship shall be responsible for developing and maintaining relationships with sponsors and partners, securing financial and in-kind support for the Association's needs, and coordinating sponsorship agreements in alignment with the Association's goals.
6. Director of Communications. The Communications Director shall maintain the Association's website, maintain the Association's social media accounts, and coordinate publicity for Association activities.
7. Secretary. The Secretary shall keep minutes of all Board meetings and shall forward to each member of the Board a copy of the minutes of such meetings. The Secretary shall maintain current records of the Association, other than financial and, under the direction of the President, may correspond for the Association. The Secretary is a secondary signer to the Treasurer and President.
8. Treasurer. The Treasurer shall receive and hold all funds, make all disbursements, and maintain necessary and appropriate records of all Association financial transactions, and shall make a financial report at each regular meeting of the Board of Directors. At the close of the calendar year, the Treasurer shall submit a financial report within 60 days. This report is to be audited by someone selected by the Board of Directors. If the auditor is unable to resolve any discrepancy which may occur, it shall be brought to the attention of the Board of Directors for final resolution. The Treasurer shall be responsible for the filing of the appropriate tax returns.

Section 3. A quorum of five (5) members of the Board of Directors shall be required to conduct business at any meeting of the Board. The President, President-Elect, and Secretary must be present as part of the quorum.

Section 4. The Board of Directors may, by a majority vote of those present, remove any Officer or Director for: 1) misfeasance or nonfeasance in the performance of the duties of the officer; or 2) who fails to attend three (3) consecutive Board meetings without excuse.

Article VI – Election of Officers

Section 1. The President shall appoint a Nominating Committee of at least three Full or Honorary Life members and promptly communicate its composition to the membership. During the nominating season, Full or Honorary Life members may submit written nominations, which must include the nominee’s consent.

Section 2. The Nominating Committee shall present all nominations, including member-submitted ones, at the Annual Workshop. The President will then call for additional nominations from the floor, which must also be accepted by the nominees.

Section 3. Officers and Board members shall be elected by Full and Honorary Life members via ballot, by mail, email, or any method approved by a majority of the Board. A simple majority is required to win. Voting will occur within 30 days of the Annual Workshop, with results announced via the website and email.

Officers and other members of the Board of Directors who are elected shall be installed at a regular meeting in January.

Section 4. The term of office for Officers shall be three (3) years. The term of office for other elected Board members shall be three (3) years.

Section 5. The President shall make an appointment, subject to confirmation by the Board of Directors, to an office of an elected Board member which has been vacated before the incumbent’s term has expired. Appointments will be to fill the unexpired term.

Section 6. The President, President-Elect, Director of Sponsorship, and Treasurer shall be elected in even numbered years. The Director of Programs, Director of Membership, Director of Communications, and Secretary shall be elected in odd numbered years.

Article VII – Meetings

Section 1. Regular meetings of the members shall be scheduled as determined by the Board of Directors, with at least four (4) meetings held annually. One of these shall be the annual meeting of the members in January, at which the Officers for the coming year shall be installed.

Section 2. The President shall call, at the request of the Board of Directors, or any ten or more members, special meetings of the members to discuss matters which are unusual or critical in character. The subjects to be discussed at such meetings shall be specifically set forth in the announcements of the respective meetings.

Section 3. The presence of 60% of Full or Honorary Life members shall be required to transact business at any regular or specially called meeting of the members.

Article VIII – Rules of Order

Section 1. The rules contained in the current edition of Robert’s Rules of Order shall govern the conduct of business in the Association, except where such rules are in conflict or inconsistent with the Bylaws or Special Rules of Order of the Association (See Section 2).

Section 2. The Board of Directors may adopt special rules for the conduct of meetings of the members, the regular business of the Association, or the performance of duties by the members of the Board of Directors and the Association committees, Special Rules of Order shall become standing rules upon an affirmative vote of two-thirds of the Full and Honorary Life members present at a regular meeting of the members.

Article IX – Amendments

Section 1. Proposed amendments to these Bylaws may be initiated by action of the Board of Directors or upon written petition signed by at least ten (10) members of the Association. Amendments initiated by petition shall be addressed to the President for submission to the membership.

Section 2. Proposed amendments shall then be submitted to the members in writing at least thirty days in advance of the date on which they are to be voted on by the members. In the case of proposed amendments initiated by petition, the text of the amendments may be accompanied by the recommendation of the Board of Directors.

Section 3. The affirmative vote by email ballot of a simple majority of the full and honorary voting shall be necessary for the adoption of any amendment.

Section 4. An adopted amendment shall become effective immediately upon adoption unless otherwise specified.

Article X – General Provisions

Section 1. The PSHRA Michigan Chapter operates as an independent entity affiliated with the Public Sector HR Association (PSHRA). PSHRA shall not be responsible for any liabilities incurred by the Chapter.