

CONSTITUTION

WESTERN REGION INTERGOVERNMENTAL PERSONNEL ASSESSMENT COUNCIL

Amended April 1982, January 1997, January 2000, May 2006, January 2010

ARTICLE I – NAME

The name of this association is the Western Region Intergovernmental Personnel Assessment Council (WRIPAC).

ARTICLE II – STATUS

The activities of the Western Region Intergovernmental Personnel Assessment Council shall be non-political, non-sectarian, and non-profit; WRIPAC is organized exclusively for educational and professional development purposes. No part of the net earnings of the association shall inure to the benefit of, or be distributed to, its members, officers, or other private persons, except that the association shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions to further the purposes of the association. No substantial part of the activities of the association shall be the carrying on of propaganda and the association shall not participate in any political campaign on behalf of any candidate for public office.

ARTICLE III – DISSOLUTION

In the event of dissolution of the association or the discontinuation of its activities, the officers shall, after making payment of all liabilities of the association, dispose of all of the assets of the association to one or more organizations which at the time qualify as exempt organizations (under Section 501 (c) (3) of the Internal Revenue Code of 1954) and further the aims of the Western Region Intergovernmental Personnel Assessment Council.

ARTICLE IV – OBJECTIVES

The objectives of the Western Region Intergovernmental Personnel Assessment Council are:

- a. To develop and share improved personnel selection procedures and instruments through intergovernmental cooperation.
- b. To improve communication among member jurisdictions and with other assessment groups.
- c. To assist and educate member jurisdictions in maintaining professional personnel selection standards, and in complying with the legal requirements and guidelines.
- d. To educate and increase the technical expertise of assessment personnel of member jurisdictions and other public sector employers.
- e. To promote the principles of merit selection and equal employment opportunities.
- f. To provide an action-oriented forum to educate members regarding professional and legal issues affecting personnel selection.

ARTICLE V – OFFICERS

The elective officers of the association shall be President, President-Elect, Past President, Secretary and Financial Officer whose qualifications, terms of office and duties shall be fixed as provided by the By-laws of the association.

ARTICLE VI – MANAGEMENT

The management of the association shall be vested in an executive board, consisting of the elected officers, plus the immediate Past President. The board shall be selected and terms of its members shall be fixed as provided by the By-laws of the association.

ARTICLE VII – MEMBERSHIP

Public sector employers may be admitted to membership in the Western Region Intergovernmental Personnel Assessment Council upon meeting such terms and conditions as may be prescribed in its By-laws.

From time to time, individuals may be granted life membership status with all privileges of membership in recognition of dedicated service to WRIPAC spanning many years.

ARTICLE VIII – AMENDMENTS

This Constitution may be amended by a two-thirds vote of those jurisdictional members present at any regular business meeting of the association.

BY LAWS

WESTERN REGION INTERGOVERNMENTAL PERSONNEL ASSESSMENT COUNCIL

Adopted April 1, 1980. Amended August 1982; January 1997; January 2000; September 2005; January 2010

I. PURPOSES

- A. To develop and share improved personnel selection procedures and instruments through intergovernmental cooperation.
- B. To improve communication among member jurisdictions and with other personnel assessment groups.
- C. To assist member jurisdictions in maintaining professional personnel selection standards, and in complying with legal requirements and guidelines.
- D. To increase the technical expertise of assessment personnel in member jurisdictions and the public sector generally.
- E. To promote the principles of merit selection and equal employment opportunity.
- F. To provide an action-oriented forum for review and recommendation of professional and legal issues affecting personnel selection.

II. MEMBERSHIP

A. Jurisdictional Membership

- 1. A qualifying jurisdiction is a public agency (or subdivision thereof) that supports the WRIPAC purposes and has provided a representative who has attended at least two (2) consecutive business meetings and has committed to participate in a project or committee.
- 2. All jurisdictional members must provide a representative who meets the following criteria:
 - a. demonstrated technical selection or related personnel expertise.
 - b. sufficient organizational authority for project implementation as indicated in a letter of support of WRIPAC, and
 - c. active current participation in WRIPAC. (Active current participation is defined as attending at least two (2) business meetings during each fiscal year of WRIPAC with no more than two (2) consecutive absences, and maintaining active involvement with one (1) project or committee.)

B. Individual Life Membership

- 1. From time to time, WRIPAC member agencies may grant life time membership to individuals who have served as the WRIPAC representative for their agencies and who have contributed exceptional service to WRIPAC as an organization. Individual life members shall have all privileges and rights as agency members.

2. Life membership status shall be granted upon proposal to the membership during a regular business meeting and an affirmative vote by a majority of the members present.
3. Life membership status will not be revoked for failure to attend two of the three annual business meetings.

C. Removal of Members

Membership and related privileges are automatically revoked by failure to comply with membership criteria and/or the failure of a member jurisdiction to provide a representative at three (3) consecutive business meetings. Exceptions to this requirement, due to special, unusual or unforeseen circumstances, may be granted by a two-thirds (2/3) vote of the membership present at any regular business meeting. Member organizations' names will be placed on the business meeting agenda as an information item for review prior to removal from the organization.

D. Current Membership

Membership in WRIPAC consists of the public jurisdictions and individual members as maintained by the President-Elect. Approval of new members will require a two-thirds (2/3) vote of current jurisdictional and individual life members present at a regular business meeting.

III. BUDGET

The organization (WRIPAC) is a non-profit, tax-exempt, organization. An annual budget of projected income and expenses shall be prepared by the President and adopted by simple majority vote of the member jurisdictions present at the fall business meeting.

It is the responsibility of each jurisdictional or individual member to assume the costs related to their attendance at WRIPAC meetings and functions.

IV. WRIPAC OFFICERS AND EXECUTIVE BOARD MEMBERS

A. Officers

WRIPAC officers will consist of a President, President-Elect, Secretary, and Financial Officer.

B. Executive Board

The responsibility for the overall management of the Association (WRIPAC) shall be vested in an Executive Board consisting of all current officers, plus the immediate Past President. The Board shall be selected in accordance with Section IV.D. of these By-laws and shall serve for a term as specified in Section

IV.E. of these By-laws and act in accordance with the related provisions of the constitution.

C. Eligibility for Office

To be eligible for office, an individual must be the representative of a member jurisdiction at the time of election.

D. Election of Officers

Nominations shall take place at the winter business meeting. Elections shall take place by ballot. The ballot is distributed by regular or electronic mail to all current WRIPAC member jurisdictions. The ballots are collected and tabulated by the immediate Past President. The results shall be posted not later than ten (10) days prior to the spring meeting.

Officers shall be elected by a simple majority vote of the total current jurisdictional and individual life membership as of the conclusion of the nominating meeting. If none of the individuals nominated for office receives a majority vote as of the vote deadline stated on the ballot, a run-off election shall be held by mail between the two candidates receiving the highest number of votes.

E. Term of Office

The term of office for all officers shall be from July 1 through June 30 of each year.

F. Duties of Officers and Executive Board Members

1. *The President*

The President shall organize and preside at all WRIPAC business and regular meetings and such special meetings as deemed appropriate.

The President shall be responsible for the development and administration of the budget.

The President shall be responsible for the formulation of the annual strategic plan, goals, and programs.

The President shall designate such committees and programs as shall be necessary to carry out WRIPAC's purpose.

The President shall annually, during the spring meeting, appoint an auditing committee of two (2) members who are not current officers to audit the Financial Officer's and/or accountant's accounts, and the report of this committee shall accompany the Financial Officer's financial report at the next regular business meeting.

2. *The President-Elect*

The President-Elect shall assist the President in the formulation of the program.

The President-Elect shall carry out the functions of the President should the President become unable to perform them.

The President-Elect shall assist the Host Committee by overseeing preparation for upcoming meetings and training.

The President-Elect shall recommend the addition, and/or deletion of members to general membership.

The President-Elect shall keep a record of meeting attendance and the names of all current members.

The President-Elect shall prepare and distribute to all current active members, a current membership list and a current copy of the By-laws, whenever changes or amendments have been made to either during the preceding year. The WRIPAC membership list shall not be used for commercial purposes or solicitations without the authorization of the Board.

The President-Elect shall assume the position of President upon completion of a full term in the position of President-Elect, or as provided for in Section G of these By-laws.

3. ***The Secretary***

The Secretary shall mail all notices of meetings to those on the current active membership list within the prescribed time.

The Secretary shall keep a record of all actions and decisions made at all business meetings (minutes), and shall retain a copy of each and give them to the new Secretary the succeeding year. The minutes of each meeting shall be approved by the membership at each successive meeting.

The Secretary shall also keep and maintain a record of the proceedings of general meetings and trainings (including roundtable discussions) and make available a copy to members on a regular basis.

The Secretary shall also maintain a mailing list of members and others as appropriate.

4. ***The Financial Officer***

The Financial Officer shall be responsible for the receipt, custody, and disbursement of all funds. Fund disbursements will only occur for properly documented expenses of the organization that have been properly approved by the board or their designee. The Financial Officer will not have the authority to authorize the disbursements of funds.

The Financial Officer shall prepare and submit an annual financial report at the fall business meeting and progress reports at each meeting in addition to such other reports and financial statements as may be required.

The Financial Officer shall be responsible for the timely preparation, filing, and distribution of all documents required for federal and state tax purposes.

5. ***The Immediate Past President***

The Immediate Past President shall prepare and distribute all ballots for election of officers to all current active and individual life members.

The Immediate Past President shall tabulate and report the results of the election of officers in accordance with Section IV.D. in these by-laws.

The Immediate Past President is responsible for formulating the new slate of officers for the upcoming term of office including President-Elect.

The Immediate Past President assists the Internet/Resources Committee in keeping all electronic correspondence current and relevant.

The Immediate Past President serves on the Stephen E. Bemis Award Selection Committee.

G. Replacement of Officer(s) During Term

If the President vacates the office during the term, the office shall be filled by the President-Elect.

If the President-Elect, Secretary, or Financial Officer vacate the office during the term, the President may appoint a current active member to the office for the remainder of the term.

H. Removal of Officers

A petition signed by twenty-five percent (25%) of the current member jurisdictions shall be sufficient to initiate a recall election.

A recall ballot shall be mailed to each member jurisdiction. Of all ballots returned within two (2) weeks, a two-thirds (2/3) vote in favor of the recall shall remove an officer.

V. COMMITTEES

All Committees, their duties, and their chairs, shall be designated by the President in accordance with the intent of the membership.

The power to appoint committee chairs shall include the power to remove them.

The chairs of all committees shall report their activities to the membership at the regular business meetings unless their reports have been waived by the President.

The chair of each committee shall keep a record of member participation and submit it to the Secretary as designated by the President.

VI. MEETINGS

A. Business Meetings

There will be a minimum of three (3) regular business meetings per year.

B. Special Meetings

Additional special meetings of the total membership or of committees or officers may be scheduled as needed.

C. Location of Meetings

The location of the business meetings shall be approved by a simple majority vote of the members in attendance.

D. Notice of Business Meetings

Business meetings, their time, location and agenda will be announced in writing to all current members at least thirty (30) days prior to the meeting date.

E. Publication of Minutes

The Minutes of all business meetings shall be published and distributed to all current members by the Secretary.

VII. VOTING

A. Each current active member jurisdiction and each individual life member of WRIPAC shall have one (1) vote.

B. A quorum will be a simple majority of the member jurisdictions of WRIPAC and is required for all business meetings.

C. A simple majority of the quorum shall be required to carry a motion on business proceedings and projects.

D. A two-thirds (2/3) majority of the quorum shall be required to carry any motion for amendment(s) or revisions to the Constitution or By-laws.

VIII. ADOPTION OF THE BY-LAWS

These By-laws may be amended by a two-thirds (2/3) vote of those casting a ballot. Amendments must be submitted in writing to all members at least two weeks prior to the vote. These amended By-laws shall be adopted effective April 1980 and amended August 1982, January 1997, and January 2005, and so amended September, 2005 and January 2010.