



ARTICLE I

Name and Purpose of Association

Section 1: Name

This "Association" shall be known as the "Minnesota Counties Human Resources Management Association," and the acronym shall be "MCHRMA."

Section 2: Authority

The county has implied authority to spend money for professional development of staff.

Section 3: Purpose

The objectives of this organization shall be as follows:

- a. To promote the advancement of professional human resources management practices in Minnesota county government.
- b. To achieve this general objective, the "Association" will:
 1. Assist members with human resources, employment, and labor relations matters.
 2. Act as a forum for sharing knowledge, information, and experience among the members of this "Association."
 3. Assist member counties to develop, implement and enhance human resources administration in member counties of the "Association."
 4. Encourage education and training of county human resources in labor relations administration.

Section 4: Definitions

For the purpose of these Bylaws, the terms shall have the meaning as provided below:

- a. "Annual Meeting" means the "Association's" meeting that is usually held in April but shall not be held later than Memorial Day of each year.
- b. "Majority" means of those voting members present at the annual meeting.
- c. "Quorum" shall be a majority in attendance of those eligible to vote.
- d. "Vote" may be conducted at a regularly scheduled meeting, special meeting, or electronically as deemed by the Executive Committee.

ARTICLE II

MEMBERSHIP

Section 1: Professional Member:

A professional membership shall be limited to:

- One "Professional Member."

- An individual responsible for and identified as the primary point of contact for a county's Human Resources administration including, but not limited to: personnel, human resources, employee relations, labor relations, salary and/or benefit administration, etc.
- Only a "Professional Member" is allowed to make a motion, second a motion and to vote. There shall only be one vote per county.

Section 2: Associate Member:

Associate membership shall be limited to:

- One Associate Member designated by the "Professional Member" whose job functions include, in full- or part-time capacity, the county's administration of a county's human resources functions.
- "Associate members" are not eligible to vote except in the absence of the "Member." Only one "Associate Member" will be allowed to vote in the absence of that county's voting "Professional Member."

Section 3: Member:

Membership shall be limited to:

- Individuals engaged in human resources administration from a county or with a governing body composed of county elected or appointed individuals, such as employees with human resources functions, contracted individuals, affiliate organizations, collaborations, or joint powers organizations.
- "Members" must be approved for membership by the "Professional Member" of the county or Professional Members from each of the counties who are part of an affiliate organization, collaboration, or joint powers agreement.
- "Members" are not eligible to make a motion, second a motion, and/or vote.

**ARTICLE III
OFFICERS AND THEIR DUTIES**

Section 1: President

- Presides as chair at all meetings of the "Association" and the Executive Committee.
- Appoints members to committees, task forces or other bodies as necessary.
- Performs such other duties usually incumbent upon that office.
- Represents the "Association" on an as needed basis at the Association of Minnesota Counties Board of Directors Meetings.
- Authorizes the expenditure of funds for the purposes of training and other collaborative efforts that further the mission of the "Association." Said expenditures shall only be made upon consultation with the other Officers.

Section 2: Vice President

- Exercises the functions of the President if the President is absent or unable to serve.
- Assists the President in organizing the "Association" activities such as annual and regularly scheduled meetings, identifies program subjects and assists in securing speakers.

Section 3: Secretary

- a. Maintains and distributes minutes, records and proceedings of the "Association" and Executive Committee.
- b. Coordinates administrative functions for conferences.
- c. Shall perform other duties as assigned by President.

Section 4: Treasurer

- a. With assistance of a fiscal agent, shall have charge of all funds of the Association and shall disperse funds as directed by the Executive Committee.
- b. With the assistance of a fiscal agent, shall prepare a financial statement of all receipts and disbursements for the Annual Meeting and at other such times as directed by the Executive Committee.
- c. Shall direct the fiscal agent to process membership billings for renewals and maintain an up-to-date membership list which shall be periodically distributed to the Executive Committee.
- d. Shall perform other duties as assigned by President.

Section 5: Executive Committee

- a. Shall consist of the President, the Vice President, the Secretary, the Treasurer, the immediate past President, and two Board members elected from the membership at large.
- b. Shall have general control and supervision of the affairs of the Association.
- c. Shall be empowered to decide upon questions that may arise during the interval between meetings of the membership of the Association.
- d. Shall be responsible for developing and recommending revision to rules and by-laws subject to approval of the members.
- e. All Officers shall be active members of the "Association."

Section 6: Term of Office

Shall be one year for President, Vice President, Secretary, and two consecutive years for Treasurer and At-Large members.

ARTICLE IV

Election of Officers

Section 1: Election of Officers

There will be an election of officers held at the fall meeting of the "Association." An election will be held for a President, Vice-President, and Secretary, effective January 1 of the following year. Every two years an election will be held for the Treasurer and At-large members.

Section 2: Nominations

Nomination of officers shall be made by a "Member" or the designated "Associate Member" as provided in the bylaws.

Section 3: Vacancies

The President may appoint a "Member" or "Associate Member" to fill a vacancy. This person shall serve until the next annual meeting at which time an election will be held to fill the vacancy.

ARTICLE V Committees

Section 1: Standing Committees

The Executive Committee shall carry out the continuing business of the "Association" as necessary.

Section 2: Special Committees

The President may appoint special committees for the proper transaction of the business of the "Association." The President shall fill vacancies by appointments.

Section 3: Quorum of Committees

A majority of each committee shall constitute a quorum.

ARTICLE VI Meetings

Section 1: Annual Meeting

The annual meeting shall be held at the Spring Conference of the "Association."

Section 2: Meetings of the "Association"

Special meetings may be called by the President, as needed or necessary.

Section 3: Meetings of the Executive Committee

The Executive Committee may meet as designated by the President or any two members of the Executive Committee after reasonable notice to each member of the Executive Committee.

Section 4: Procedures

- a. Attendance at "Association" meetings will be limited to MCHRMA "Members" and "Associate Members" and invited guests at the discretion of the Executive Committee.
 - b. A quorum of all meetings shall be a majority of those eligible to vote.
 - c. Robert's Rules of Order shall be followed unless inconsistent with the Bylaws or rules of the "Association."
 - d. The President shall develop the agenda for the annual meeting and special meetings. Any "Members" and "Associate Members" may request the addition of items to the agenda.
 - e. An agenda for all meetings will be distributed to all "Members" and "Associate Members."
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ARTICLE VII Dues and Expenses

Section 1: Establishment of Dues

Annual membership dues shall be established by majority vote of those eligible to vote and present at the fall meeting.

Section 2: Expenses

With assistance of a fiscal agent, the Treasurer shall be authorized to receive and expend funds, apply for and receive grants, and to do all things deemed necessary or convenient in the furtherance of the objectives of the "Association."

ARTICLE VIII

Amendments

INITIATION OF PROPOSED AMENDMENTS

"Members" and designated "Associate Members" may propose an amendment to the Bylaws by submitting it to the Executive Committee in written form not less than thirty (30) calendar days prior to the next business meeting. The President shall distribute the proposed amendment to all "Members" and "Associate Members" fourteen (14) calendar days prior to the next meeting. An amendment must receive a majority vote by those eligible to vote in attendance to be approved.

ARTICLE IX

Assets and Liabilities

In the event that the "Association" is dissolved, the assets of the "Association" shall be distributed equally among the counties that are participating at the time of the dissolution. Sufficient balances shall be retained and maintained until known and unknown liabilities are reconciled.

Revised and approved: October 2023
Revised and approved: October 2018
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