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**Chapter Name**

**Article I: Purpose and Objectives**

The [chapter name] Regional Chapter of the Local Government Hispanic Network is comprised of multiple local government jurisdictions in [state/region]. The purpose of the Chapter is to:

* Support local government efforts in attracting and retaining a diverse pool of talent.
* Elevate Hispanic professionals.
* Serve as a resource to all local government managers in communities with significant Hispanic populations.
* Provide continuing education and skills development that will increase the competitiveness of entry and mid-level managers for leadership positions.
* Provide opportunities for professional development and awareness of Hispanic/Latino issues within communities.
* Increase skills to engage Hispanic/Latino communities in local governance.
* Share knowledge, information, and experience through networking and regional activities.
* Develop and maintain professional associations with the International City/County Management Association (ICMA), the National Local Government Hispanic Network (LGHN), National Forum for Black Public Administrators (NFBPA), and other affinity groups to achieve our common goals and objectives.
* Coordinate with [university partners] to prepare and mentor ICMA Student Chapter members to serve in leadership positions in regional, state, and national local government professional organizations. Explore opportunities for similar coordination with Linfield University.
* Form strategic alliances (formal and informal) with other Hispanic/Latino professional organizations, as well as community partners.

**Article II: Membership and Dues**

Section 1: Eligibility

All employees of the participating cities and counties, whether permanent, part-time or temporary, are eligible to be a member of the [chapter]. Individuals whose organization is not a member of the [chapter] may join as an individual member.

Section 2: Membership Categories

The [chapter] shall consist of three categories of membership:

* *Full Membership.*All individuals currently employed in local government organizations are eligible for [chapter] membership provided they agree to promote the Chapter’s mission, purpose, objectives, and meet qualifications adopted by the Board. Members in this category are eligible to serve on the board and vote.
* *Associate Membership***.** All public and private professionals, associations, organizations, and institutions are eligible to become affiliate members provided they agree to promote the [chapter’s] mission, purpose, and objectives, and meet qualifications adopted by the Board. Local government employees whose organizations are not members of the [chapter]may join as individual members of the [chapter]. Affiliate Members do not have the right to hold office in the [chapter]or the right to vote.
* *Student Membership.* Students at the undergraduate and graduate levels are eligible to become [chapter]student members provided they agree to promote the [chapter’s] mission, purpose, objectives and meet qualifications adopted by the Board. Student Members do not have the right to hold office or the right to vote. Students in university programs can be members of the [chapter]at no cost.

Section 3: Voting Rights

Each member entitled to vote on an issue submitted to the members shall be entitled to one vote upon each issue. Each member entitled to vote at an election of the Board may cast one vote for as many persons as there are Directors to be elected.

Section 4: Membership Dues

The Board shall determine the annual dues for each member or class of membership. The initial dues amount, as of July 1, 2021, are included in Attachment B In 2021, dues will be pro-rated for members at 50% of the annual amount. Upon application, membership dues shall be payable to the [chapter]. Thereafter, annual dues shall be collected by the [administrative agent] on behalf of [chapter] the first month of the beginning of the calendar year.

Section 5: Failure to Pay Dues

If any member of the [chapter]fails or refuses to pay, annual dues within a period of sixty (60) days after the membership anniversary date, the membership of such member may be suspended or may be terminated under the discretion of the Board.

**Article III: Board of Directors**

Section 1: Directors and Officers

The [chapter] shall be governed by a seven-member [or other size] Board of Directors that shall consist of:

* Chair
* Vice Chair
* Secretary
* At least [number] and no more than [number] At-Large Members
* One non-voting member of the [administrator’s organization] to serve as a liaison
* The Board may appoint ex officio members as advisors to the Board of Directors.

Section 2: Terms of Office

The term of office for all members of the Board of Directors shall be 2-year staggered terms beginning July 1, 2021. Members shall serve no more than two consecutive terms. Vacancies on the board shall be filled by the Board of Directors to complete the unexpired term of the officer vacating the position.

Section 3: Duties of the Board of Directors

The duties of the Board of Directors shall include, but not be limited to:

* Set policy for the [chapter].
* Develop and approve revisions to rules and bylaws.
* Create a plan for communications, membership development, programs and special events, and nominations and elections.
* Approve an annual work plan and budget. As part of the budget process shall set membership dues.
* Ongoing guidance to assure the successful fulfillment of the [chapter’s]goals and objectives.
* Demonstrate a strong commitment pertaining to the [chapter] through activities such as, but not limited to:
	+ Attending and being fully prepared to participate in board meetings.
	+ Leading or contributing in committee/subcommittee work.
	+ Facilitating and/or participating in networking events and training programs.

Section 4: Meetings

Board meetings and special meetings will be set by the Board, with meeting dates and agendas posted to provide access for the membership at large. The venue shall be designated by the President, including electronic communications.

Section 5: Quorum

For the purpose of conducting official [chapter] business, a majority of the number of Directors in office shall constitute a quorum at any board meeting. For issues requiring action before the next scheduled meeting, the Board may refer those items to the executive committee or request approval by a majority of the Board through email communication.

Section 6: Attendance

A Director who misses three consecutive meetings or misses one-third of all regular meetings in a 12-month period, except for health or other emergency reasons as determined by the Chair, shall be ineligible to continue serving. The Treasurer/Secretary shall keep attendance records.

Section 7: Vacancies and Resignations

A vacancy in the Board may be filled by a majority vote of the Board. A Director who fills a vacancy shall serve for the unexpired term of his or her predecessor. In the event the Chair becomes vacant for any reason; the Vice-Chair shall assume the title and duties and responsibilities of the Chair until the next Board election. In the event the Vice-Chair for any reason is unable to assume the Chair’s position, the remaining Board members will elect a Chair from the current Board by majority vote

Any member of the Board may resign at any time by giving written notice to the Chair 30 days before such resignation shall take effect.

Section 8: Removal

The Board shall review all requests to consider removal of a member of the Board of Directors and shall have final authority for this decision.

**Article IV: Records**

Active members shall have access to records of the Chapter, with requests made to the Secretary/Treasurer. All membership rosters are the sole property of the [chapter] and are not for public record or distribution.

**Article V: Qualifications/Nominations and Elections**

Active members meeting the requirements for full membership as defined in Article II, Section 2 are eligible to serve on the Board of Directors. In establishing the [chapter], the organizing committee shall recruit the members of the Board of Directors. The Board shall determine the process for future nominations and elections and amend the bylaws accordingly.

**Article VI: Amendments to Bylaws**

The bylaws amendments may be amended by two-thirds vote of the Board’s or by petition signed by not less than 20% of the voting membership. The bylaws shall become effective immediately following a 30-day notice to the membership providing no objections are submitted. If objections are submitted, the Board of Directors shall discuss the issue with the objecting party(ies) and either modify and resubmit the amendment to the membership or make a determination that the amendment is in the best interest of the [chapter].

Sample of Board /committee responsibilities (may include but not limited to):

## Communications

* Maintains a record of [chapter]events.
* Prepares and coordinates the distribution of communications, a newsletter, social media or other form of communication, regular and special meeting notices, agenda.
* Prepares an annual report summarizing organizational activities of the year.
* Leads the maintenance of [chapter]website and works with the Board of Directors and membership for content development and updating [if website is developed].
* Works with the Membership regarding membership database development and maintenance.
* Communicates the activities of assigned Committees.
* Performs other duties as defined by the Board.

## Membership

* Prepares annual strategy for membership development, and outreach to attract new members.
* Prepares and distributes notices of dues, collects all dues, and maintains records of all due-paying members in conjunction with the Secretary/Treasurer.
* Maintains the membership database in conjunction with Communications.
* Develops marketing strategies/plans to promote the [chapter] and its goals.
* Performs other duties as defined by the Board.

**Programs and Special Events**

* Develops an annual calendar-of-events to be presented to the Board.
* Works with the Board of Directors to develop professional development programs and publicizes career enhancement and employment opportunities.
* Responsible for developing the support structure to carry out special functions or activities.
* Identify and recruit speakers as needed.
* Prepares program budgets and submits it to the Board.
* Identify opportunities to celebrate Hispanic/Latino heritage in communities
* Performs other duties as defined by the Board.

**Nominations/Elections**

* Prepare schedule for elections cycle and key dates.
* Manages the election process working with communications to disseminate information to the membership.
* Tallies final vote and reports to the Board of Directors.
* Maintain election results 30 days after the election.