

Constitution

ARTICLE 1 – Name

The name of this Association shall be: "TEXAS STATE HUMAN RESOURCES ASSOCIATION"

ARTICLE 2 – Aims and Objectives

The aims and objectives of the Association shall be the promotion of:

The exchange of ideas, concerns and information relative to current issues of state agency human resources.

The establishment and promulgation of the highest standards of ethics and efficiency in the conduct of human resources of the agencies, departments and institutions of the government of the State of Texas.

The study, analysis and dissemination of cost-effective and innovative management methods and practices in all aspects of state agency human resources.

Cooperation and consultation with state agencies and professional, institutional, industrial and human resource organization whose objectives and purposes are deemed consistent with those of this organization.

The implementation of long-range planning systems to optimize state agency management of resources in providing services and meeting agency goals and objectives.

The identification of statewide human resource concerns to be periodically transmitted to the State legislature and other appropriate state authorities.

ARTICLE 3 – Membership

Section 1. Membership in the Association shall consist of active and honorary members.

Active membership shall be restricted to State agencies of the Executive, Legislative and Judicial branches of Texas State Government who have persons employed in the field of human resources or, other state agencies as may be admitted by vote of the membership. An agency becomes an active member upon payment of annual dues and shall be entitled to all the privileges of membership.

Active membership is institutional and shall be open only to state agencies described in the above paragraph. Each agency is limited to one vote in the business affairs of the Association regardless of how many agency representatives attend meetings.

Honorary membership may be recommended for participants, agency representatives or member agency representatives who are no longer employed in state government and who have given outstanding service to the Association and/or Texas State Government. Candidates for honorary membership may be presented by current participants, agency representatives or member agency representatives to the Executive Committee for consideration. Honorary membership will be awarded by the Executive Committee and announced at any regular meeting of the Association. Honorary members shall not pay dues or have voting privileges.

Section 2. Affiliation with a national or international association of professional organizations must be approved by a two-thirds vote of the entire membership.

ARTICLE 4 – Officers

The officers of the Association shall consist of a Chair, Vice-Chair, Secretary and Treasurer. Offices of the Association may be held only by participants or agency representatives who are employed by active members. The officers' term shall be for one fiscal year beginning September 1st through August 31st.

The Chair shall assume office after serving as Vice-Chair. Annual elections will be held to elect only the Vice-Chair, the Secretary and the Treasurer.

ARTICLE 5 – Executive Committee

The Executive Committee shall consist of the Chair, Vice-Chair, Secretary, Treasurer and the immediate Past-Chair.

In the case of a vacancy occurring in the Executive Committee by death, resignation, incapacity of a member or some other reason, the remaining members of the Committee shall have the power to fill the vacancy, except in the event of a vacancy in the office of Chair, the Vice-Chair shall assume the office of Chair for the remainder of that term and shall also serve as Chair in the succeeding term. In the event of a vacancy of the Vice-Chair, the Executive Committee shall have the power to fill the vacancy. The term to be served shall be for the balance of the fiscal year. At the next annual election, all officer positions will be placed on the ballot, including Chair.

ARTICLE 6 – Meetings

The Association shall hold bi-monthly meetings at a place and a time designated by the Executive Committee.

ARTICLE 7 – Quorum

At all meetings of the Association, the presence of a majority of the active members, subject to the decision of the presiding officer, shall constitute a quorum.

ARTICLE 8 – Changes in Constitution and By-Laws

Amendments or additions to the Constitution and By-Laws may be made provided that the resolutions for such amendments or additions shall be first presented to the Committee on Constitution and By-Laws for recommendation. Changes in the Constitution and By-Laws shall be determined by a two-thirds vote of active members present at any regularly scheduled meeting. All other questions not specifically addressed by voting rules shall be decided by a majority vote of those present at any regularly scheduled meeting.

By-Laws

ARTICLE 1 – Responsibilities of Officers

Section 1. CHAIR – The Chair shall preside at all meetings of the Association and of the Executive Committee. The Chair shall have general supervision of the affairs of the Association and shall perform the responsibilities usually devolving upon the chief executive of such an association.

The Chair shall appoint all committees not otherwise provided for, and shall be an ex-officio member of all committees.

The Chair shall approve all expenses incurred by the Association or by any officials of the Association before such obligations are paid.

Section 2. VICE-CHAIR – The Vice-Chair shall exercise all the functions of the Chair in his or her absence. The Vice-Chair shall perform any other duties which may be assigned upon him or her by the Chair.

Section 3. SECRETARY – The Secretary shall keep a full and accurate record of the proceedings and transactions of all meetings of the Association and of the Executive Committee, and shall officially sign it, certifying one copy to the Chair. The records shall be present at all meetings of the Association and of the Executive Committee. The Secretary shall keep a list of members, separating it into active and honorary members.

The Secretary shall attend all Association meetings unless otherwise excused by the Chair.

The Secretary shall perform any other duties not herein specified which may be assigned upon him or her by the Chair.

Section 4. TREASURER – The Treasurer shall keep a correct ledger of all accounts of all receipts and disbursements supported by proper vouchers, shall close and balance his or her books as of August 31st each year and shall immediately furnish the incoming Chair with a complete financial statement.

The Treasurer shall disburse all funds to pay for all approved Association expenses. At the first meeting of the fiscal year the Treasurer shall render a statement in writing of receipts and disbursements of the Association for the last complete fiscal year.

The Treasurer shall keep a list of all active and honorary members and forward any changes to the Secretary.

The Treasurer shall have his or her records present at all meetings of the Association and of the Executive Committee. The Treasurer shall be custodian of all property belonging to the Association. The Treasurer shall perform any other duties not herein specified which may be placed upon him or her by the Chair.

The Treasurer shall attend all Association meetings unless otherwise excused by the Chair.

At the beginning of his/her term, the Treasurer shall file with the Chair a financial report examined by a Certified Public Accountant (CPA) or by the Auditing Committee of the Association of the immediate prior fiscal year.

ARTICLE 2 – Committees of the Association

Section 1. The Committees of the Association shall be the Executive Committee, Standing Committees and Special Committees. Standing and Special Committees shall file an annual report of activities to the Chair at the end of the Association's fiscal year.

Section 2. EXECUTIVE COMMITTEE – The Executive Committee shall be vested with the power to act in the name of the Association between regular or special meetings on all matters pertaining to the welfare of the organization, provided they are not in conflict with the Constitution and By-Laws.

The Executive Committee shall be vested with the power to call special meetings of the Association and to designate the date, time and place of any such meetings, together with a reason for calling such special meetings, this reason to be fully stated in a notice to be mailed to each active and honorary member at least seven days prior to the date of the meeting.

The Executive Committee shall convene upon call by the Chair or upon written request by a majority of the Executive Committee or a majority of the Association membership.

The Executive Committee shall prepare an operating budget and submit to the Association members for approval. A majority of the Executive Committee shall constitute a quorum.

Section 3. STANDING COMMITTEES – The Standing Committees of the Association shall be the following: Membership, Program, Resolutions, Audit, Nominations, Constitution and By-Laws and regularly scheduled meeting of the fiscal year.

Section 9. COMMITTEE ON CONSTITUTION AND BY-LAWS – The Committee on Constitution and By-Laws shall consider proposals for changes and amendments to the Constitution and By-Laws and present recommendations to the Association in accordance with Article 8 of the Constitution.

Section 10. AWARDS COMMITTEE – The Awards Committee may recommend to the Executive Committee individuals to be recognized for outstanding service or leadership. The Executive Committee may select and make awards to deserving individuals at Association meetings or other appropriate occasions. The Executive Committee may select and award one or more individuals the State Human Resource Employee of the Year Award at the final regular meeting of the fiscal year. The purposes of this award are to formally recognize state employees who have demonstrated sustained outstanding leadership and notable contributions to state agencies and to encourage increased interest, growth, development and distinctive leadership in the field of state agency human resources.

Section 11. SPECIAL COMMITTEE – The Chair may appoint Special Committees as deemed appropriate. These committees will meet at the earliest possible date following their appointment, analyze special assignments and report promptly in accordance with the instructions of the Chair. The life of a Special Committee may extend through all or part of more than one administrative year. If the need for the committee extends beyond the administrative year of the appointing Chair the Special Committee's report will be made to the Executive Committee.

ARTICLE 3 – Dues

The annual dues of active and members shall be set for the ensuing year by the membership at the final regularly scheduled meeting.

ARTICLE 4 – Election of Officers

Section 1. Nominations shall be made by the Nominating Committee and forwarded to the Executive Committee at the next to last regularly scheduled meeting. In addition to the nominations made by the Nominating Committee, any active member shall have the privilege of making nominations from the floor. Any nominee nominated from the floor must accept the nomination before voting commences.

Section 2. Ballots shall be provided to each agency eligible to vote as determined by Article 3, Sections 1 and 2 of the Constitution. The results of the election will be announced before adjournment of the final, regularly scheduled meeting of the Association's fiscal year.

ARTICLE 5 – Meetings

Section 1. Regular quarterly meetings will be held at a time and place designated by the Executive Committee.

Section 2. Regular quarterly meetings of the Executive Committee will be held at a time and place designated by the Executive Committee.

Section 3. The right to have a voice in business discussions at meetings of this Association shall be limited to members only, except upon invitation.

ARTICLE 6 – membership and Fiscal Year

The membership and fiscal year of the Association shall extend from September 1st to August 31st.

Date Adopted: August 1994

First Revision: August 1995

Second revision: August 1998