



Rainier Chapter of the American Payroll Association By-Laws

CONSTITUTION OF THE RAINIER CHAPTER OF THE AMERICAN PAYROLL ASSOCIATION

ARTICLE I – NAME

Section 1: The name of this organization shall be Rainier Chapter of the American Payroll Association, Incorporated.

ARTICLE II – PURPOSE

Section 1: The purpose of this organization is to provide a forum to exchange information and experiences in the payroll environment for the benefit of its members.

ARTICLE III – MEMBERSHIP

Section 1: A member shall be a person actively engaged in, or closely related to, the payroll function.

Section 2: Membership is open to any individual from any organization that wishes to participate and contribute in accordance with Article III, Section 3.

Section 3: It is a condition of membership that members are expected to share their knowledge and experiences and to make a positive contribution to the association.

Section 4: Membership shall consist of membership in the National organization or as Associate Members to the Rainier Chapter. Associate Membership in the Rainier Chapter can be either an “Individual” membership or a “Corporate” membership. A “Corporate” membership will consist of 3 “Individual” Associate memberships. Only Rainier Chapter Associate Members shall have voting privilege and receive preferred Associate Member pricing at Rainier Chapter sponsored events.

ARTICLE IV - OFFICERS

Section 1: The officers of the Local APA Chapter shall be a President, Vice President, Secretary, Treasurer and Government Liaison. Each officer must be a member of both National and Local APA organizations.

Section 2: Duties of the officers shall be as follows:

- a. The President shall lead, plan and direct activities of the local APA Chapter, conduct and preside over meetings and conferences, and periodically form working committees that will perform assigned tasks. The President shall be an ex-officio member of all committees.
- b. The Vice President shall assist the President in all administrative functions, and will fulfill/assume presidential responsibilities in the event of the President's absence or inability to complete the term of office. Should this event occur, a new Vice President shall be elected. The Vice President shall be responsible for the Monthly Meeting Program Chair. The Program Chair responsibility includes determining appropriate monthly topics (RCH eligible) and finding appropriate speakers.
- c. The Secretary shall be responsible for recording minutes, resolutions votes and any other pertinent issues and to permanently safeguard and maintain those records.
- d. The Treasurer shall collect all monies due the Chapter, deposit them in a timely manner and permanently safeguard and maintain financial records.
- e. The Government Liaison shall be responsible for interacting with National APA contacts and communicating significant law changes and lobbyist activities back to the local membership.

Section 3: Elections shall be held annually at the November meeting. Term of office for Vice President, Secretary and Government Liaison shall be for one year. Term of office for President and Treasurer shall be for 2 years. The term begins January 1 and expires December 31 of each year. Incumbent officers are eligible for re-election. The President shall have a 2 year term retroactive to November 2003 elections. The Treasurer 2 year term will begin with November 2004 elections.

Section 4: Officers may be removed from office by a two-thirds majority vote of voting members. Failure to carry out responsibilities of the respective office warrants removal.

ARTICLE V – VOTING

Section 1: On all voting matters, “Individual” Rainier Chapter Associate Membership shall receive one vote. “Corporate” Rainier Chapter Associate Membership shall receive three “Individual” votes.

Section 2: Voting is by simple majority of the membership. Members in good standing can vote either electronically (online through the chapter web site), available November 1st, closing at 1:00 pm on the Thursday of the scheduled chapter meeting, by mail or in person. Mailed absentee ballots must be *received* by the Wednesday prior to the scheduled election. A quorum will not be required. Member in good standing may also vote in person at the November chapter meeting. The results of the election will be tabulated from electronic, absentee and ballots collected at the chapter meeting. A simple majority for each elected office will be declared the winner.

ARTICLE VI – MEETINGS

Section 1: Meetings will be held on the third Thursday of each month.

Section 2: A calendar of topics and locations for meetings will be established and presented to members quarterly.

Section 3: Meetings of this Chapter specific to Voting shall be conducted in accordance with Roberts Rules of Order except where superseded by other Articles within this constitution.

ARTICLE VII - AMENDMENTS

Section 1: Proposed amendments to this constitution shall be e-mailed to the membership for discussion at the next regular membership meeting. The proposed amendment(s) shall be published in the following month's newsletter and voted on at that month's regular membership meeting. Proposed amendments will be available in hard copy at the appropriate membership meetings.

Section 2: This constitution may be amended by a majority vote of the membership in attendance at a regular meeting, provided that the provisions in Section 1 have been followed.

Revised: 4/89, 10/89, 4/91, 7/04, 10/09