****

**NORTH CAROLINA SOCIETY**

 **OF CERTIFIED PUBLIC MANAGERS**

CONSTITUTION AND BYLAWS

Standard Operating Procedures

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# CODE OF ETHICS, AND HISTORY OF THE SOCIETY

## Purpose of this manual

This manual contains policies and procedures for the North Carolina Society of Certified Public Managers (N.C.S.C.P.M.). This manual shall serve the membership by providing criteria, guidelines and procedures necessary to carry out the Society’s programs and operations.

Proposal of new and revised policies/procedures:

It shall be the responsibility of the Board to update and maintain this manual. The Board shall review proposed changes to ensure that they are consistent with the Constitution and By-laws.

Approval of policies/ procedures:

All changes shall require approval by the Board.

Procedures not addressed:

Any questions of procedures not covered in this manual shall be determined in accordance with Roberts Rules of Order Newly Revised.

## Code of Ethics

As North Carolina Members Society of Certified Public Managers are World Class Leaders and Managers for the Public Sector, they shall:

1. Perform professional duties honestly and fairly.
2. Contribute to the advancement of the knowledge, dignity and integrity of the public management profession.
3. Respect the sensitivity of information obtained in the course of conducting professional activities and not disclose any information that is deemed confidential.
4. Uphold the rights of others in all of their personal and professional activities, and respect the dignity, cultural diversities and human rights of all persons.
5. Use neither their position with the Society nor their public employment to secure privileges or advantages for themselves or others.
6. Refrain from allowing personal interest to impair objectivity in the performance of duty while acting in an official capacity.
7. Refuse to offer, give, or accept any payment or gift to influence, or appear to influence, the judgment of public officials or the exercise of their public responsibilities.
8. Refrain from entering into relationships or situations that would result in a conflict of interest or give the appearance of a conflict of interest.
9. Seek to maintain the highest degree of professionalism.
10. Contribute to the growth of the public management profession.
11. Work to raise the standards of excellence of the profession and to facilitate professional development of all practitioners.
12. Recognize and support the citizens’ right to know public business.
13. Be proactive in providing quality customer service in a responsive, courteous, and professional manner.
14. Take personal responsibility for decisions and actions.
15. Recognize the importance of and the active participation in professional organizations.
16. Lead by example in the performance of professional duties, acting with honesty and fairness.

## HISTORY OF THE SOCIETY

Formation: On the morning of November 16, 1988, forty interested members of the first graduating class of the North Carolina Public Manager Program with the designation Certified Public Manager met with Mrs. Bobbie Ann Clark, CPM from Baton Rouge, Louisiana and President of the American Academy of Certified Public Managers. The meeting was held at the Personnel Development Center, 101 W. Peace Street, Raleigh, North Carolina. Mrs. Clark presented information about the American Academy of Certified Public Managers and encouraged North Carolina CPMs to form a state society prior to the first American Academy Educational Conference and House of Delegates meeting being held in Baton Rouge, Louisiana in February of 1989. Early formation of the society would enable the new state society to be considered a “Charter State” of the Academy.

Following graduation on the afternoon of November 16th, a CPM Steering Committee formed to write a constitution and the by-laws for the North Carolina Society. On January 20, 1989, thirty-three Certified Public Managers officially organized the North Carolina Society of Certified Public Managers in Raleigh, North Carolina. The Department of the Secretary of State issued the Articles of Incorporation on January 31, 1989. At this time, the first officers and board of directors were elected by the Membership. Margaret J. Bailey was elected the first President of the NCSCPM. In February 1989 the Society received charter membership in the American Academy of Certified Public Managers at the House of Delegates meeting in Baton Rouge, Louisiana. Attending the House of Delegates meeting as representatives from North Carolina were Margaret Bailey, Bill Clements, and Ed Phillips. Also in attendance at the conference and House of Delegates meeting were Susan Anderson and Doris Canada.

Logo: Shortly after the Society was formed, the first Board of Directors authorized the development of a Society logo that would promote and identify the Society as a professional management organization. After considerable discussion concerning the desire to use the outline of the State in the logo, a member suggested that a stylized pinecone be also considered since it was somewhat synonymous with North Carolina, the Old North State.

The State Society contracted with Ms. Lisa Sowers, an artist-illustrator, to develop a logo using these ideas. To the Board’s pleasure at its next monthly meeting, Ms. Sowers presented the distinctive artwork showing a pinecone with the tips being the outline of the State. This design was unanimously accepted by the Board and became the basis for both the Society’s letterhead and lapel pin.

The design of the Society’s logo was registered with the United States Copyright Office on April 15, 1991, under registration number VAU 205-332.

Production of the lapel pin was a project very aptly handled by Bill Clements, who was also instrumental in developing the Society’s policy of selling the pin only to Certified Public Managers in the North Carolina Society.

Host of 1991 American Academy Meeting: A Host Committee, chaired by Margaret Bailey, was formed and included the following sub-committee chairs: Ronnie Condrey, exhibits; Helen Dowdy, hotel and accommodations; Tish Hagler, registration; Ed Phillips, entertainment; and Haywood Poole, transportation.

One hundred and eight Certified Public Managers from across the Nation attended the 3rd Annual American Academy Educational Conference and Annual Meeting held at the Radisson Plaza Hotel in Raleigh, N.C. The conference and meeting were a great success, setting the standard for hospitality within the Academy and adding approximately $2,000 to the Academy’s treasury.

Leadership within the American Academy: Since its beginning, the North Carolina Society of Certified Public Managers has played a very active role in the affairs of the American Academy. Margaret Bailey was elected President-Elect in 1990 and served as the Academy’s third President in 1991-92, Ed Burt served two terms as Treasurer from 1992-94 and a third term in 2002-2003. Haywood Poole served as an at-large board member in 2002-2003. Tish Hagler served as Secretary for two terms, from 1994-96.

The North Carolina Society was very instrumental in developing the American Academy’s logo from a design created by Ed Phillips and Lee Davis, sign shop supervisor at UNC-CH Physical Plant, and utilized at the 3rd Annual Meeting in Raleigh. Dennis Perry, a graphic designer in Raleigh, created the current American Academy logo that was approved by the AACPM Board of Directors while Margaret Bailey was President of the Academy.

At the March 29, 1990 House of Delegates meeting held in Princeton, New Jersey, Haywood Poole, the second President of the NC Society, presented a letter to the Academy offering to host the 3rd Annual Symposium of the Academy in April 1991, in Raleigh, North Carolina. The offer was accepted unanimously.

In 2014 the American Academy of Certified Public Managers House of Delegates voted to affiliate with the American Society for Public Administration (ASPA) to leverage opportunities for support of membership administration and shared member benefits. The North Carolina Society of Certified Public Managers adopted updated Bylaws and Constitution to reflect this affiliation and to align Societies with ASPA. Faced with declining membership, the NCSCPM Board of Directors conducted a survey of members in November 2015 to determine interest in remaining affiliated with ASPA or pursuing direct affiliation with the National Certified Public Manager*® Consortium for the purposes of licensing the rights to use the Certified Public Manager® mark. The survey results and the results of a formal vote of membership overwhelmingly supported moving to a direct affiliation with the National Certified Public Manager® Consortium in 2016. The NCSCPM Constitution and Bylaws were updated accordingly and presented to the membership for adoption through a specially-called vote.*

OFFICERS

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **PRESIDENT** |  | **PRESIDENT****ELECT** |  | **TREASURER** |  | **SECRETARY** |
| 1989 | Margaret Bailey |  | Haywood Poole |  | Ed Burt |  | Peggy Ball |
| 1990 | Haywood Poole |  | Alma Brown |  | Ralph Fennell |  | Patricia Hagler |
| 1991 | Alma Brown |  | Patricia Hagler |  | Ralph Fennell |  | Susan Anderson |
| 1992 | Patricia Hagler |  | Eddie Chapel |  | Ralph Fennell |  | Susan Anderson |
| 1993 | Eddie Chapel |  | Vivian Lord |  | Nikki Howard |  | Susan Anderson |
| 1994 | Vivian Lord |  | Ralph Fennell |  | Martha Sheppard |  | Susan Anderson |
| 1995 | Ralph Fennell |  | Bill Clements |  | Timothy Pritchard |  | Kathleen Brown |
| 1996 | Bill Clements |  | Mary Ann Barden |  | Laura Young |  | Connie Barnett/Kathy Lambert1 |
| 1997 | Mary Ann Barden |  | Haywood Poole |  | Laura Young |  | Kathy Lambert |
| 1998 | Haywood Poole |  | Ramona Tuck |  | Ed Burt |  | Kathy Lambert |
| 1999 | Ramona Tuck |  | Patricia Hagler |  | Ed Burt |  | Gregory Cain |
| 2000 | Patricia Hagler |  | Steve Mastro |  | Ed Burt |  | Gregory Cain |
| 2001 | Steve Mastro |  | Mary Reese |  | Ed Burt |  | Pat Nobles |
| 2002 | Mary Reese |  | Sandy Pearce |  | Sandy Pfieffer/ Armenous Adams2 |  | Jim Mulligan |
| 2003 | Sandy Pearce |  | Sarah Smith |  | Armenous Adams |  | Jim Mulligan/Pete Burke3 |
| 2004 | Sarah Smith |  | Tami Hinton |  | Charlie Helms |  | Pete Burke |
| 2005 | Tami Hinton |  | Beverly Hall |  | Charlie Helms/Ed Burt4 |  | Pete Burke |
| 2006 | Beverly Hall |  | Pete Burke |  | Tina Pickett |  | Pete BurkeDan Thomas5 |
| 2007 | Pete Burk |  | David Osborne |  | Tina Pickett |  | Amy Sawyer |
| 2008 | David Osborne |  | Sarah Smith  |  | Dan Thomas |  | Amy Sawyer |
| 2009 | Sarah Smith  |  | Jenny Rollins |  | Dan Thomas |  | Kim Lash Gillespie |
| 2010 | Jenny Rollins |  | Felicia McLean |  | Linda Jefferson |  | Kim Lash Gillespie |
| 2011 | Felicia McLean |  | Linda Jefferson |  | Ibtisam Zatari |  | Charlene Shabazz |
| 2012 | Linda Jefferson |  | Charlene Shabazz |  | Ed Burt III |  | Jack Mthenjane |
| 2013 | Linda Jefferson |  | Jack Mthenjane |  | Ed Burt III |  | Kim Gillespie |
| 2014 | Jack Mthenjane |  | Linda Jefferson |  | Sarah Smith |  | Kim Gillespie |
| 2015 | Amy Simes |  | Nancy Astrike |  | Sarah Smith |  | Sarah Smith |
| 2016 | Nancy Astrike |  | Charles Keller |  | Sarah Smith |  | Sarah Smith |
| 2017 | Nancy Astrike |  | Terry Bell |  | Sarah Smith |  | Sarah Smith |
| 2018 | Terry Bell9 |  |  |  | Sarah Smith |  | Danny Stutzman |
| 2019 | Terry Bell |  | Danny Bell |  | Charlene Dixon10 |  | Danny Stutzman |
| 2020 | Danny Bell |  | Joel Jordan |  | Charlene Dixon |  | Kim Gillespie |

1. Kathy Lambert replaced Connie Barnette
2. Armenous Adams replaced Sandy Pfieffer
3. Pete Burke replaced Jim Mulligan
4. Ed Burt replaced Charlie Helms
5. Dan Thomas replaced Pete Burk
6. No candidates for President in 2014
7. No candidates for Secretary 2016
8. No candidates for Secretary 2017
9. No candidate for President Elect 2018
10. Charlene Dixon replaced Sarah Smith for the remainder of her term

IMMEDIATE PAST PRESIDENTS

|  |
| --- |
|  |
| 1990 | Margaret Bailey |
| 1991 | Haywood Poole |
| 1992 | Alma Brown |
| 1993 | Patricia Hagler |
| 1994 | Eddie Chapel |
| 1995 | Vivian Lord |
| 1996 | Ralph Fennell |
| 1997 | Bill Clements |
| 1998 | Mary Ann Barden1 |
| 1999 | Haywood Poole |
| 2000 | Ramona Tuck |
| 2001 | Patricia Hagler |
| 2002 | Steve Mastro |
| 2003 | Mary Reese |
| 2004 | Sandy Pearce |
| 2005 | Sarah Smith |
| 2006 | Tami Hinton |
| 2007 | Beverly Hall |
| 2008 | Pete Burke/Beverly Hall2 |
| 2009 | David Osborne |
| 2010 | Sarah Smith  |
| 2011 | Jenny Rollins |
| 2012 | Felicia McLean |
| 2013 | Linda Jefferson |
| 2014 | Linda Jefferson |
| 2015 | Amy Simes |
| 2016 | Nancy Astrike |
| 2017 | Nancy Astrike |
| 2018 | Terry Bell |
| 2019 | Terry Bell |

 2020 Terry Bell

1. Resigned—position not filled
2. Beverly Hall replaced Pete Burke
3. No candidates for President 2014, 2017

BOARD MEMBERS

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Chair** | **Vice-Chair** | **Member** | **Member** | **Member** | **Member** |
| **1989** | Ed Phillips | Mary Ann Van Name | Betty Budd | Bill Clements | Gerald Dorsett | Patricia Hagler |
| **1990** | Ed Phillips | Ronald Condrey | Betty Budd | Mary Ann Van Name | Gerald Dorsett | Helen Dowdy |
| **1991** | Ed Phillips | Helen Dowdy | Betty Budd | Ronald Condrey | Antony Queen | Katherine Tyner |
| **1992** | Helen Dowdy | Ronald Hawley | Bill Clements | Ronald Condrey | Antony Queen | Katherine Tyner |
| **1993** | Ronald Hawley | Ann Wall | Bill Clements | Jeffery Brown | John Coan | Antony Queen |
| **19941** | Kathleen Brown | Ronald Hawley | Bill Clements | Denny McGuire | Ann Wall | John Coan |
| **1995** | Joyce Hilliard-Clark2 | Mary Ann Barden | Harvey Lineberry | Denny McGuire | Catherine Morris3 | Ed Phillips4,5 |

1. Bylaw changes during 1994 and 1995 eliminated the Board Chair position. It was reestablished in 1996.
2. Joyce Hilliard-Clark replaced Kathleen Brown
3. Catherine Morris replaced Ann Wall
4. Ed Phillips replaced John Coan
5. Later in year was appointed to Joyce Hilliard-Clark’s unexpired term

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Chair** | **Vice-Chair** | **Member** | **Member** | **Member** | **Member** |
| **1996** | Ed Phillips | Margaret Bailey1 | Nate Hall | Kathy Lambert2 | Sandy Pearce | Haywood Poole3 |
| **1997** | Greg Cain4 | Margaret Bailey | Jim Mulligan | Ramona Tuck5 | Sandy Pearce |  |
| **1998** | Greg Cain | Margaret Bailey | Jim Mulligan | Sid Autry | Sandy Pearce | Bill Burston |
| **1999** | Sandy Pearce |  | Marianne Federick6 | Sid Autry | Catherine Morris | Mary Reese7 |
| **2000** | Sandy Pearce | Martha Tracy8 | Marianne Federick | Julie Hunkins | Catherine Morris | Mary Reece |
| **2001** | Sandy Pearce |  | Marianne Federick | Mary Fox | Jeff Joines |  |

|  |  |
| --- | --- |
| 1. Margaret Bailey replaced Ralph Dearborn
 | 1. Kathy Lambert replaced Denny McGuire
 |
| 1. Haywood Poole replaced Harvey Lineberry
 | 1. Greg Cain replaced Nate Hall as Chair
 |
| 1. Ramona Tuck replaced Haywood Poole
 | 1. Marianne Frederick replaced Bill Burston
 |
| 1. Mary Reese replaced Rick Mumford
 | 1. Martha Tracy replaced Steve Mastro who became President Elect
 |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Chair** | **Member** | **Member** | **Member** | **Member** | **Member** |
| **2002** | Greg Cain | Pat Nobles | Marianne Federick | Mary Fox | Jeff Joines | Sarah Smith |
| **2003** | Mary Fox  | Pat Nobles | Marianne Federick | Tami Hinton1 | Suzanne Massengill | Kathy Shephard2 |
| **2004** | Suzanne Beasley | Amy Sawyer3 | Mary Burries4 | Beverly Hall | David Hyder | David Osborne |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Chair** | **Member** | **Member** | **Member** | **Member** | **Member** |
| **2005** | Suzanne Beasley | Tina Pickett5 | Rodger Rochelle | Katherine Harrelson6 | Amy Sawyer | David Osborn |
| **2006** | Kim Gillespie | Karen Corley | Rodger Rochelle | Katherine Harrelson | Amy Sawyer | David Osborn |
| **2007** | Kim Gillespie | Karen Corley | J. Robin Haden | Dan Thomas7 | Anita McNeil | Tina Pickett |
| **2008** | Kim Gillespie | Jenny Rollins | Terry Bell | Phil Henry | Anita McNeil | Tina Pickett |
| **2009** | Joel Herron | Amy Sawyer | Terry Bell | Felicia McLean | Linda Jefferson | Tina Pickett |
| **2010** | Cynthia Bostic | Joel Herron | Charlene Shabazz | Alisa Huffman8 | Robert McKie9 | Dan Thomas |
| **2011** | David Johnson | Cynthia Bostic | Joel Herron | Alisa Huffman | Robert McKie | Dan Thomas |
| **2012** | Ibtisam Zatari | Cynthia Bostic | Joel Herron | Alisa Huffman | Erica Adams  | Robert McKie |
| **2013** | Robert McKie10,11 | Erica Adams | Alisa Huffman | Joel Herron | Ibtisam Zatari |  |
| **2014** | Erica Adams | Nancy Astrike | Amy Simes | Maura Chavez |  |  |
| **2015** | Amy Simes12 | Erica Adams | William Bailey | Maura Chavez | Kim Gillespie | Adam Keith |
| **2016** | Meredith Davis | William Bailey | Maura Chavez | Kim Gillespie | Charles Keller | Peter Ware |
| **2017** | Meredith Davis | Danny Stutzman | Charlene Williams13 | Amy Simes |  |  |
| **2018** | Amy Simes | Charlene Dixon | Kim Gillespie | Natalie Roskam | Danny Bell |  |
| **2019** | Nancy Astrike | Bill Bailey14 | Kim Gillespie | Joel Jordan | Natalie Roskam |  |
| **2020** | Sarah Smith | Nancy Astrike | Bill Bailey | Wrenia Bratts-Brown | Amy Chapman | Jeremy Poplawski15 |

1. Tami Hinton replaced Armenous Adams who was appointed Treasurer
2. Kathy Shepherd replaced Sarah Smith who became President Elect
3. Amy Sawyer appointed to replace Mary Burries
4. Mary Burries appointed to replace Kathy Shepherd
5. Tina Pickett appointed to replace Beverly Hall who became President Elect
6. Katherine Harrelson appointed to replace Wesley Seamon
7. Dan Thomas appointed to complete the term of Katherine Harrelson
8. Danny Bell appointed to complete term of Danny Stutzman who became Secretary.
9. Alisa Huffman appointed to complete the term of Felicia McLean who was elected to officer positions
10. Robert McKie appointed to complete the term of Linda Jefferson who was elected to officer positions
11. Robert McKie is also Board Chair
12. Amy Simes is President & Board Chair
13. Charlene Williams appointed to replace Charles Keller.
14. Bill Bailey appointed to replace Charlene Dixon
15. Jeremy Poplawski appointed to replace Joel Jordan.

# MISSION/PURPOSE

## PURPOSE

The NCSCPM exists to promote fellowship and cooperation in public service, to provide expertise for conducting research and special problem investigations, to provide training for the advancement of managerial abilities, to establish standards of performance for managers in public service, to encourage recognition of public management, and to assist agencies in public and private service.

## NOTES

The activities of the society shall comply with all legal codes, both state and federal. The society shall be nonpartisan and shall not endorse candidates for public office.

# CONSTITUTION AND BYLAWS

## NAME

### The name of this organization shall be “North Carolina Society of Certified Public Managers, Inc.” It shall be a body incorporated under the laws of the State of North Carolina, and hereinafter referred to as the Society or NCSCPM. The registered office of the Society shall be the same location as the Learning and Development Center of the Office of State Human Resources (Mail Services Center 1333, Raleigh, NC 27699-1333) or at such other places that the membership or Board of Directors may establish.

## PHILOSOPHY AND PURPOSES

### Philosophy: The Society believes that managers in the public sector have a responsibility to uphold the public trust; to provide service consistent with efficient and effective management practices; to pursue continuing educational opportunities; and to exercise enlightened leadership, demonstrating vision and competence in professional management.

### Objectives: The objectives of the Society shall be

#### *To promote development and improvement of the Public Manager Program of North Carolina.*

#### *To improve communication, cooperation and coordination among state agencies.*

####  *To provide opportunities for professional growth of Society members through continuing education.*

#### *To promote the development of professionally trained managers as a resource for state government.*

#### *To promote efficiency and productivity in state government.*

#### *To promote on the part of its members a standard of behavior which demonstrates a high level of ethical responsibility in the performance of official duties and that responsibility shall be set forth in the Society Canons of Professional Responsibility.*

### The Society exists to promote fellowship and cooperation in public service, to provide expertise for conducting research and special problem investigations, to provide training for the advancement of managerial abilities, to establish standards of performance for managers in public service, to encourage recognition of public management, and to assist agencies in public and private service. This Constitution and Bylaws and the Charter of the Society shall be honored faithfully at all times. The activities of the Society shall comply with all legal codes, both state and federal.

### The Society shall be nonpartisan and shall not endorse candidates for public office.

## MEMBERSHIP

###  Classification: The membership of the Society shall consist of Active Fellows, Honorary Fellows, Associate Fellows and Friends of the Society.

###  Active Fellows: Any person having a valid and un-revoked certification as a public manager issued by any program accredited by the National Certified Public Manager Consortium shall be eligible for Active Fellowship in the Society. The Board of Directors shall establish standards for continuing membership as a fellow.

### Termination or Suspension of Membership: Membership in the Society shall terminate or be suspended upon the failure to meet continuing membership requirements, the failure to pay dues, or by a majority vote of the Board of Directors for reasons of unethical or illegal conduct. A member may resign from the Society by submitting a written resignation.

#### *A member shall be suspended for the following reasons:*

##### *Default in the payment of dues or other monetary obligations to the Society*

##### *Failure to remain a “member in good standing” of the Society, as outlined in Article IV, Section 4.03, Paragraph (b), Responsibilities of Members.*

#### *A member may be suspended for cause provided that:*

##### *A charge of improper conduct or conduct unbecoming a member has been made.*

##### *A confidential investigation has been made by the Governance Committee of all allegations made against a member.*

##### *The Committee finds substance to the allegations and prepares a resolution preferring specific charges. (In the event the Committee finds no validity to the allegations, a resolution shall be prepared exonerating the member.)*

##### *The Governance Committee provides written notification to the accused of all charges and provides for the presentment of the resolution of charges and rebuttal by the accused before a closed meeting of the Society’s Board of Directors.*

##### *The Board of Directors decides, by majority vote, both the question of guilt and the question of penalty to be imposed.*

##### *The decision of the Board of Directors shall be final.*

### Expulsion of a Member: A member whose personal conduct of fitness is such as to make further affiliation with the Society undesirable may be expelled from the Society. The same process applicable to the suspension of a member for cause shall be followed.

### Reinstatement: A member suspended due to resignation from the society may be reinstated upon payment of all dues and monetary obligations due the Society.

#### *A member suspended for nonpayment of dues or other monetary obligations shall be reinstated upon full payment to the Society.*

#### *A member suspended or expelled from the Society for cause may be reinstated upon written application to the President of the Society, review and recommendation for reinstatement by a majority vote of the membership of the Governance Committee, and approval by a majority vote of the Board of Directors.*

# AFFILIATION

## CLASSIFICATION

### Affiliates of the Society shall consist of Honorary Fellows, Associate Fellows, Friends of the Society, and other classes of affiliation as may be established by the membership or the Board of Directors.

### Honorary Fellows: A person who is not eligible for membership through certification as a public manager issued by any program accredited by the National Certified Public manager Consortium may be elected into Society membership by a majority vote of the Board. Honorary Fellows are invited into the Society in recognition for their continuing outstanding support for the Society. At a minimum of every three years from the appointment as an Honorary Fellow, the Board of Directors shall review the Honorary Fellow’s status and determine, by a majority vote, whether the Honorary Fellow continues to meet the qualifications of membership as an Honorary Fellow.

### Associate Fellows: Any person who is currently participating as a student, instructor, or administrator in the Public Manager Program is eligible for membership as an Associate Fellow. Graduates of the Public Manager Program can maintain Associate Fellow status for up to three years if actively pursuing certification.

### Friends of the Society: Any person who does not qualify as an Active, Honorary, or Associate Fellow but who upholds the goals of the Society and desires affiliation is eligible for affiliation as a Friend of the Society.

### Termination or *Suspension of Affiliation: Affiliation in the Society shall terminate or be suspended upon the failure to pay dues or by a majority vote of the Board of Directors for reasons of unethical or illegal conduct as outlined in Article III, Section 3.03, Paragraph (ii).*

## FINANCES

### Society dues shall be set by the Board of Directors. The Board of Directors may waive dues for Honorary Fellows as deemed appropriate. Dues are payable by December 31st of the year prior to the calendar year of membership. Dues may be prorated for membership terms of less than 12 months.

### Budget: The Budget Committee shall present a proposed budget for discussion and approval by the Board of Directors. The Board of Directors can modify or adjust the budget as deemed necessary. Officers and Board members of the Society shall not be authorized to obligate the Society for any expenditure that exceeds the current fund balance.

### Fiscal Year: The fiscal year of the Society shall be the calendar year.

### Financial Reviews: It shall be the responsibility of the Board of Directors to review the financial conditions of the Society and implement necessary changes and modifications consistent with the provisions of this Constitution and Bylaws. It shall be the responsibility of the treasurer to prepare statements of income and expenses for presentation at each meeting of the Society. The treasurer shall also be responsible for maintaining the financial records of the Society in accordance with accepted accounting principles.

### Compensation: The Society shall not be operated for pecuniary gain or profit. No part of the income of the Society shall be used to compensate its officers or fellows, except for reimbursement of expenses for Society business.

## RIGHTS AND RESPONSIBILITIES

### Rights of Members: All members of the Society shall be entitled to attend and participate in all activities of the Society. However, only Active Fellows shall be eligible to hold elective office and to vote on matters before the Society. Voting may be done in person or by mail ballot.

### Responsibilities of Members: Members shall conduct all business in a professional and ethical manner, upholding the principles, rules and regulations of the Society at all times. Members shall honor the confidentiality of all discussions and business transacted by the Society. Members shall serve on committees and perform other duties as charged by the officers, Board of Directors or membership of the Society. Members shall actively support the Society by attending meetings, voicing opinions, voting, and promptly paying dues and assessments.

## OFFICERS

### Number of Officers: The Officers of the Society shall be President, President-Elect, Secretary, and Treasurer. Other officers may be authorized by two-thirds majority vote of the membership of the Society. All officers of the Society shall be elected by a majority of votes cast by the Active Fellows.

### Term: The officers of the Society are installed at the annual meeting and shall hold office for the membership years for which they were elected. The President and the President-Elect may not serve consecutive terms in the same office. The secretary and treasurer shall not serve more than three consecutive terms.

### Removal: Any officer of the Society shall be removed for valid and just cause by a majority of votes cast by the Active Fellows.

### Vacancies: If any office becomes vacant during a term of office for any reason, the office may be filled by vote of the Board of Directors.

### President: The President’s term of office will be one calendar year following the annual election and selection of a new President-Elect. The President shall be the chief executive officer of the Society and represent the Society to outside organizations and public agencies including the National Certified Public Manager® Consortium. The President shall be responsible for the administration of all the affairs of the Society excluding those assigned to the chair of the Board. The President shall preside at all general membership meetings of the Society, and shall have no vote therein except in the event of a tie vote when the President shall have the deciding vote. The President shall have the authority to call or cancel regular and special meetings of the Society. The President shall preserve order and enforce the Constitution and Bylaws. The President shall appoint chairs of each committee as prescribed in this Constitution and Bylaws. The President shall regularly communicate with committee chairs to make sure the committees are functioning and meeting their objectives. The President is authorized to establish customs and procedures or as instructed by the Board of Directors or the membership, including preparation of appropriate planning documents.

### President-Elect: The President-Elect shall perform such duties as the President may delegate or the Society may prescribe. In the absence of the President, the President-Elect shall perform the duties of the President. Should the President vacate that office for any reason, the President-Elect shall assume the office of President, with all its privileges and responsibilities until the office is otherwise filled. The President-Elect shall be the Society parliamentarian and serve as program chair. The President-Elect will assume the office of President following the completion of the term as President-Elect. The President-Elect's term of office as President-Elect will be the one calendar year following election at the annual meeting.

### Secretary: The Secretary shall maintain attendance records for board members. The secretary shall keep the minutes of all meetings of the Society and the Board of Directors. The secretary shall be the custodian of all current records of the Society and deliver these records to the successor secretary promptly upon completion of the term of office. The secretary's term of office will be the two calendar years following election at the annual meeting.

### Treasurer: The treasurer shall collect, receive, and have charge of all funds of the Society. These funds shall be placed in a financial institution as directed by the President or the Board of Directors. The books of the Society shall be open at all times. The treasurer shall make the books available for audit as directed by the President or the Board of Directors. The treasurer shall deliver all records to perform other duties as delegated by the President, the Board of Directors, or the membership. The treasurer's term of office will be the two calendar years following election at the annual meeting.

### Bonding: Any requirement of bonding of officers shall be determined by the Board of Directors.

### Auditing: the audit committee as described in section 11.2.7 shall conduct a financial audit each year. A copy of this audit shall be presented to the Board for approval. No current officer, board member or immediate past Treasurer shall serve as a member of the Audit Committee.

## BOARD OF DIRECTORS

### Authority and Responsibilities: The Board of Directors shall be the governing body of the Society. The Board shall exercise powers vested in it by the membership to manage the property, affairs, and activities of the Society. The Board shall be responsible for reviewing and insuring that all activities of the Society are in accordance with the policies, and the direction of the membership. The chair of the Board will preside and call meetings of the Board as necessary to conduct the business of the Society and is authorized to cancel called meetings of the Board as necessary. The chair of the Board is responsible for the administrative duties of the Board, including preparing an agenda and notifying Board members of the meeting date, time, and place. The Board is authorized to adopt policies, rules and regulations to assure efficient and economical operation of the Society. The Board shall publish minutes of all meetings. The Board shall not be authorized to hold meetings that are closed to the membership.

### Number: The Board of Directors shall consist of the President, the President-Elect, the immediate past President, the secretary, the treasurer, and six active fellows elected by the membership. The director of the Public Manager Program, or his or her designee, shall serve as a non-voting ex-officio member of the board.

### Term: The term of office for elected directors shall be two years. No director of the board can serve more than three consecutive terms. The term for directors added to the Board shall be adjusted as necessary so that approximately one-half of the Board retires in each calendar year. At least three directors of the Board shall be elected each year. Vacancies on the Board occurring for reasons other than expiration of the term of office shall be filled by the Board of Directors for the remainder of the unexpired term. Any director who ceases for whatever cause, to be an Active Fellow, also ceases to be a director.

### Voting and Quorum: Each member of the Board shall have one vote. A quorum shall consist of a majority of the members of the Board currently serving. When a quorum is present, a majority of the Board members at the meeting shall prevail on all issues. Proxy voting by members shall not be permissible. Any action taken by the Board outside an official meeting must be documented and presented to the full Board at its next meeting.

### Meetings: The Board shall meet following the election of new Board members to elect a chair from among the elected Board members. The chair shall preside at all Board meetings. The Board shall have at least one meeting each quarter. Special meetings may be held upon the request of the chair or upon the written request of three fellows of the Board, or a vote of the membership.

### Notice of Meetings: Members of the Board shall be given at least ten days’ notice of regular Board meetings. Special Board meetings may be scheduled on five days’ notice. In case of emergency, a special meeting may be called on twenty-four hours’ notice, provided personal contact is made with all Board members to the extent practical.

### Cancellation of Meetings: In case of emergency or due to unforeseen circumstances, a meeting may be cancelled by the Chair of the Board without prior notice, provided personal contact is made with all Board members to the extent practical.

### Removal: A Board member may be removed from office for unethical or illegal conduct by a majority vote of the Board or the membership. Three consecutive absences from meetings of the Board shall constitute forfeiture of Board membership.

## GENERAL PROVISIONS

### Liability and Indemnification: There shall be no liability on the part of any fellow of the Society for any of its debts or obligations, either contractual or otherwise. Each director and officer of the Society, whether in office or not, shall be indemnified by the Society against all costs and expenses reasonably incurred by, or imposed on, such fellow by reason of such fellow having served as a director or an officer.

### Parliamentary Procedure: The rules contained in the current edition of Robert’s Rules of Order shall govern all meetings of the membership, the Board, committee meetings, and any other official meetings of the Society.

### Prohibitions: No officer, director, or member shall be authorized to create any financial liability for the Society in any way other than as authorized through official meetings of the Board or the membership. The Society shall devote itself to the support of broad fundamental principles and policies vital to the promotion of the purposes of the Society and those that are in the best interest of its members and those whom it serves.

### Notices: Except as otherwise specifically provided in the Constitution and Bylaws, whenever notice is required to be given to any member, officer, or director, it shall be construed to be personal notice, but such notice may be given by either personal notice or by telephone, electronic mail, or by mail sent to the current address as recorded in the books of the Society. Notice shall be deemed given at the time the notice is sent or mailed.

### Dissolution: In the event of dissolution, all residual assets of the Society shall be distributed to similar organizations as directed by the Board or the membership.

## MEETINGS OF THE SOCIETY

### Number: Meetings shall be held at a time and place to be designated by the President or the Board. Special meetings may be called at the discretion of the President or the Board. The Society shall hold one of its meetings as the designated annual meeting. Elected officers and Board members shall be installed at this meeting. The Board of Directors shall be governed by instructions given at these meetings.

### Notices: Members shall be given 30 days advance written notice of any meeting of the full membership.

### Notices of Cancellation: Whenever scheduled meetings of the Society are cancelled, notice is required to be given to any member, officer or director. Such notice may be given by either personal notice or by telephone, , electronic mail, or by mail sent to the current address as recorded in the books of the Society. Notice shall be deemed given at the time the notice is sent or mailed.

### Voting: Each Active Fellow shall have one vote on matters brought before the membership. Only Active Fellows may vote. Majority shall mean simple majority unless the Bylaws specify two-thirds majority. Motions shall be approved by a majority vote of the membership present at a duly called meeting.

### Ballot: The President shall determine the method of voting.

### Quorum: The members present at an authorized meeting shall constitute a quorum.

## COMMITTEES

### General: The Society shall have permanent committees as provided by the Constitution and Bylaws. The President or the Board of Directors shall establish special committees as deemed necessary to facilitate the operation of the Society. The President shall appoint the Chairs of each committee from Active Fellows. The Chair of each committee may select members for the committee including Active and Associate Fellows or Friends of the Society.

### Permanent Committees: The permanent committees of the Society shall be: Nominations and Elections, Membership, Governance, Public Relations/Publications, Program, Auditing, and Budget. No later than one month following the annual meeting of the Society, the incoming President will name the chairs of all permanent committees. No later than one month following that date, all committee chairs will have named their committee members, and will have submitted a proposed budget to the incoming President for the next fiscal year. Committee members may be appointed to serve more than one year. All committees will develop administrative guidelines specific to that particular committee which will be utilized in running the committee from year to year.

### Nominations and Elections Committee: This committee shall consist of the last three past Presidents who are active members of the Society and/or fellows as designated by the Board of Directors. The immediate Past President shall serve as Chair of the committee. It shall be the responsibility of this committee to accept nominations for the Board of Directors, the President-Elect, the secretary, the treasurer, and other elective officers as may be established. The nominations committee shall make an effort to insure a slate of nominees that reflects the diversity present in the Society. This committee shall be responsible for the conducting of elections, including preparation and distribution of ballots, receipt and protection of voted ballots, counting and certification of the vote, and announcement of the tabulation of the vote. This committee shall provide professional profiles of all nominees to be shown on the ballot. This committee shall also be responsible for conducting other voting by ballot that may be necessary. Voting fellows shall be provided the privilege of casting secret ballots.

### Membership Committee: This committee shall consist of at least three members appointed by the Chair of the committee. This committee is responsible for recruiting and promoting membership. This committee will be responsible for the annual membership drive and will focus on all categories of membership. This drive should start no later than October 1. This committee shall also be responsible for monitoring the qualifications of members to maintain active status and for recertifying the qualifications of members. The committee shall maintain a current directory and mailing list of all Society members.

### Governance Committee: This committee shall consist of at least three members appointed by the Chair of the committee. This committee is responsible for developing and promoting a code of professional ethics for members. This committee shall develop procedures for investigating and administering discipline in matters involving members of the Society. This committee shall be responsible for proposed changes to the code of professional ethics. This committee shall report to the Board of Directors any evidence it has concerning violations by members of the ethical practices endorsed by the Society. This committee shall also be responsible for drafting proposed changes to the bylaws, monitoring the constitutional procedure for amending the bylaws and updating the Standard Operating Procedures.

### Public Relations/Publications Committee: This committee shall consist of at least three members appointed by the Chair of the committee. This committee shall be responsible for all aspects of the Society’s public relations such as media platforms, press releases and news articles. This committee shall be responsible for publishing and disseminating a periodic newsletter to the membership, and for coordinating other publication efforts as needed, including the Society Web site. The committee shall also assist the membership committee in the recruitment of members.

### Program Committee: This is an empowered committee. The chair of the program committee shall be the President-Elect of the Society who shall appoint members of the committee. The committee shall schedule speakers and plan programs for workshops, seminars, and the annual educational conference sponsored by the Society. For the annual educational conference and business meeting, the committee shall coordinate closely with the Board.

### Audit Committee: The committee shall consist of at least two members appointed by the Chair of the committee. The committee shall audit the financial records of the Society and shall present a report to the Board of Directors. The audit should be conducted at the beginning of the new fiscal year and at other times as determine by the Board. The Chair and the other members serving on this committee should not be on the current Board of Directors.

### Budget Committee: The Budget Committee shall consist of the Treasurer, the President-Elect and one other Board member selected by the President. This committee is responsible for preparing annually the proposed budget that is presented to the Board of Directors for approval. The committee, with input from other standing committee chairs, shall prepare and submit a balanced budget based on anticipated revenues and expenses no later than the February Board meeting.

### Special Committees: Special committees shall be established as required to meet the needs of the Society.

## ELECTIONS

### Annual Elections: The Society shall conduct an annual election for all officers as prescribed by this Constitution and Bylaws. The elections shall be held in advance of the designated annual meeting so that the results of the election can be finalized at that time.

### Nominations: See Section 4.08, Paragraph (c).

### Ballots: Ballots shall be prepared and distributed to all Active Fellows. At least ten days shall be provided for returning marked ballots. The ballots shall contain thereon the name of each candidate for each office, a space for write-in votes for each office, instructions for completing the ballot, and a notice of the last date that ballots will be accepted. Ballots shall be transmitted to all Active Fellows at least thirty days prior to the annual meeting by electronic mail, or by mail sent to the current address as recorded in the books of the Society.

### Counting of Votes: The ballots will be certified and counted by the Nominations and Elections Committee. The candidate with the highest number of votes shall be declared elected. It will not be necessary to conduct a run-off election if a single candidate does not receive a majority of the votes cast. In the event of a tie vote, the Board of Directors shall determine which candidate shall be declared elected. The Society President shall certify elections results.

## AMENDMENTS

### Proposals: Any Active Fellow may propose amendments to the Constitution and Bylaws. All proposed amendments will be submitted to the Board of Directors for study and recommendation.

### Notification: All proposed amendments must be presented in writing to the Active Fellows prior to the time of the meeting at which they will be voted on. The Board of Directors may call for a vote of the Active Fellows of amendments at other times of the year as needed.

### Voting: The Constitution and Bylaws may be amended by a two-thirds majority vote of the Active Fellows present at a duly called meeting or responding to a special voted called by the Board of Directors. The Board may amend the Constitution and Bylaws to correct any error or inconsistency in typing, or reproduction. Furthermore, the Board may approve amendments required to bring documents into compliance with applicable federal and state laws or State Personnel Commission policy. The Board will notify the membership of such changes within 30 days.

## OPERATING PROCEDURES

### Operating procedures of Society activities may be adopted or amended by a simple majority of the Board in a duly called meeting in accordance with provisions of this Constitution and Bylaws.

## CANONS OF PROFESSIONAL RESPONSIBILITY FOR FELLOWS AND AFFILIATES OF THE SOCIETY

### I support public service to the people of North Carolina either through my interest in promoting good government or through professional association with state government managers.

### I will conduct myself in such manner as to bring respect to public servants and credit to the North Carolina Society of Certified Public Managers.

### I will perform all duties with which I am charged to the best of my ability and in the most effective and efficient manner possible.

### I acknowledge responsibility to my employing agency, and I will do my best to assure that its goals and legal responsibilities are met.

### I acknowledge responsibility to any employees under my supervision. I will endeavor to provide them with a work environment conducive to their professional growth. I will treat them with respect and evaluate them solely upon objective appraisal of relevant work criteria.

### By accepting employment in the public sector, I understand that I accept a position of public trust. I will continue to study principles of public management and attempt to continuously improve my skills for the benefit of those whom I serve.

### I will continue to support public service and uphold the principles of good management whether or not currently employed by the State of North Carolina.

# DUTIES & RESPONSIBLITIES

#### *Last updated December 2018*

## OFFICERS

### Purpose: The officers of the Society shall be President, President-Elect, secretary, and treasurer. Other officers may be authorized by a vote of the membership of the Society. All officers of the Society shall be elected by a vote of the Active Fellows.

### Term: The officers of the Society are installed at the annual meeting and shall hold office for the membership year(s) for which they were elected. The President and the President-Elect may not serve consecutive terms in the same office. The secretary and treasurer shall not serve more than three consecutive terms.

### Removal: Any officer of the Society shall be removed for valid and just cause by a majority of votes cast by the Active Fellows. The procedure for determining removal of an officer is as follows:

#### *A charge of improper conduct inconsistent with the Canons of Professional Responsibility for Fellows and Affiliates;*

#### *A confidential investigation has been made by the Bylaws and Ethics Committee of all allegations made against a member;*

#### *The Ethics Committee finds substance to the allegations and prepares a resolution specifying charges. In the event the Committee finds no validity to the allegations, resolution shall be prepared exonerating the member;*

#### *The Ethics Committee provides written notification to the accused of all charges and provides for a presentation of the resolution of charges and rebuttal by the accused before a closed meeting of the Board of Directors;*

#### *The Board of Directors shall decide, by majority vote, upon both the question of guilt and the penalty to be imposed;*

#### *The decision of the Board of Directors shall be final.*

#### *Each board member shall sign the Conflict of Interest Statement in January of each year. The Conflict of Interest statements are maintained by the Ethical Practices/Bylaws Committee.*

#### *Vacancies: If any office becomes vacant during a term of office for any reason, the office may be filled by vote of the Board of Directors.*

## PAST PRESIDENTS

### *Purpose: The immediate Past President shall serve as a member of the Board of Directors to create continuity in the year-to-year business of the board.*

### *Term:* The immediate Past President shall serve a one-year term as a board member.

### Duties: The immediate Past President shall serve as the Chair of the Nominations and Elections Committee. (Reference Section 5.10)

####  *The immediate Past President shall serve as advisor to the President.*

####  *The immediate Past President shall serve as a mentor to a new Board member.*

#### *The immediate Past President shall serve as the Archivist for a one-year period, to coincide with his/her appointment as Past President. (Reference Section 5.16)*

## PRESIDENT

### Purpose: The President shall be the chief executive officer of the Society and represent the Society to outside organizations and public agencies including the American Academy of Certified Public Managers.

###  Term: The President shall serve for one year, beginning January 1 and ending December 31 of the same year.

### Duties: The President shall:

#### *While in President-Elect status, appoint the Chair(s) of each standing committee no later than one month following the annual meeting of the Society. Chairs are to be chosen from among the Active Fellows of the Society.*

#### *Work with the newly appointed committee Chairs and the Treasurer to draft committee budgets to adequately fund those activities necessary to meet short and long-term Society goals. These budgets are to be submitted to the Board for approval no later than February 28th.*

#### *Oversee the functioning and progress of all committees.*

#### *Establish special committees as deemed necessary to facilitate the operation of the Society.*

#### *Preside at all general membership meetings of the Society, and shall have no vote therein except in the event of a tie vote when the President shall have the deciding vote.*

#### *Have the authority to call regular and special meetings of the Society.*

#### *Be responsible for the administration of all the affairs of the Society excluding those assigned to the Chair of the Board.*

#### *Preserve order and enforce the Constitution and Bylaws.*

#### *Work with the Board Chairman to determine the written agenda for meetings.*

#### *Keep the President-Elect informed on all Society activities.*

#### *Serve as liaison with the CPM Program in the Office of State Personnel.*

##### *The President shall maintain regular communication with CPM Program officials. The President shall recommend and the Board of Directors shall approve the representative to act as liaison to the Office of State Personnel CPM Program. The President shall be responsible for providing support to that liaison for the purpose of strengthening the linkages with this State agency.*

#####  *The President shall promote Society interaction with CPM candidates. Additionally, the President or Designee shall welcome the new CPM graduates at the yearly graduation.*

#### *Proclaim October as Certified Public Manager’s month and the day of CPM graduation as Certified Public Manager Day. Eight weeks prior to October the President will submit in collaboration with the CPM Program Director the forms for the governor to sign the annual CPM proclamation (Proclamation is shown at the end of these Standard Operating Procedures.)*

#### *Promote Society communication with state government officials, such as the Director of the Office of State Personnel.*

#### *Preside over the annual meeting. Organize and conduct a review of the previous year for the membership present. Encourage and solicit current members for the various committees for the upcoming year.*

#### *Organize the special Board meeting in December as a joint meeting of both the old officers and the new. That meeting should perform the function of reviewing, in detail, all the necessary information to prepare new officers for the upcoming year. The President shall solicit input for suggestions for new Committee Chairs.*

#### Produce an annual report of the Society including reports from all committees.

#### *Shall deliver to the incoming President all files, papers and other property belonging to the Society at the December Board meeting or no later than December 31st.*

## PRESIDENT-ELECT

###  Purpose: The office of the President-Elect allows the incoming President to become fully aware of the activities of the NCSCPM and provides continuity should the President's position become vacant for any reason.

### Term: The President-Elect will serve a one-year term (calendar year) prior to assuming the office of the President.

### Duties: The duties of the President-Elect are as follows:

#### *The President-Elect shall perform such duties as the President may delegate or the society may prescribe.*

#### *In the absence of the President, the President-Elect shall perform the duties of the President.*

####  *If the President vacates the office for any reason, the President-Elect shall assume the office of President with all its privileges and responsibilities until the office is otherwise filled.*

#### *The President-Elect shall serve as parliamentarian. The Society uses Robert’s Rules of Order Newly Revised.*

#### *The President-Elect will assume the office of President following the completion of the term as President-Elect.*

#### The President-Elect shall serve as the Chair of the Program Committee chair. Refer to Program Committee section of the Policies and Procedures Manual for specific responsibilities and procedures.

## TREASURER

### Purpose: The treasurer shall collect, receive and have charge of all funds of the Society.

### Term: The treasurer serves a two-year term. Expiration of the Treasurer’s term alternates with that of the Secretary.

### Duties: The duties of the Treasurer are as follows:

#### *Assume responsibility for the financial affairs of the Society.*

#### *File tax documents annually. (See Article VII)*

#### *Receive and maintain receipts including dues.*

#### *Make necessary disbursements for duly authorized purposes.*

#### *Serve as Chair of the Budget Committee.*

#### *Make recommendations concerning the Society’s financial affairs to the President.*

#### *Be responsible to account for all moneys of the Society; all moneys shall be deposited in depositories selected by the Board of Directors.*

#### *The Treasurer may review bank statements via the internet as warranted.*

#### *Notify members of returned checks due to insufficient funds, cancelled checks, bank account closures, and other applicable matters in writing and collect fees as outlined in the returned check policy (see Section 7.00); return paper check to members and outline acceptable methods of repayment; copy Society President and Membership Chair on correspondence.*

####  *Keep complete and accurate account of all revenues and expenditures, which shall be subject at all times to examination by the Board of Directors.*

#### *Distribute written Treasurer’s reports at scheduled Board meetings of the Society.*

#### *Assist and provide input to the members of the Budget Committee in developing the Society’s annual proposed budget.*

#### *Implement the budget as approved by the Board of Directors*

#### *Sign checks; disburse funds only upon the receipt of original bills and properly executed vouchers.*

#### *Have the books audited annually, no later than March 1 for the previous calendar year, by an auditing committee approved by the Board of Directors.*

#### *Deliver all files, papers and other property belonging to the Society immediately upon retiring from office.*

#### *Each year, upon a change in the Society’s Board, secure new signature authorization cards and resolution forms from the bank, obtain needed signatures, and return to the bank.*

#### *Serve as the NCSCPM contact person with the Office of the State Controller regarding all Society purchases of goods and service and remittances and with the State Treasurer regarding unclaimed property.*

#### *Collect and account for all payments made to the Society for registration fees, merchandise or any other goods or services for which the Society collects payment.*

#### *Issue Form 1099 to any individual providing services to the Society for pay in accordance with Internal Revenue Service regulations.*

## SECRETARY

### Purpose: The Secretary shall keep the minutes of all meetings of the Society and the Board of Directors, function as custodian of all current records of the Society and deliver these records to the successor secretary promptly upon completion of the term of office, and shall be the custodian of the official Seal of the Society.

### Term: The Secretary is elected by the membership at the Annual Meeting and serves a two-year term. Expiration of the Secretary’s term alternates with that of the Treasurer.

### Duties: The duties of the Secretary are as follows:

#### *Record minutes at all official meetings (Board meetings, planning retreats, Annual Meetings).*

#### *Distribute minutes within two weeks to all active members.*

#### *Maintain an up-to-date Officer/Board roster.*

#### *Pick up mail from the Learning and Development Center and forward correspondence to appropriate Board members. Forward general correspondence to the President.*

#### *Provide information to the National Certified Public Manager® Consortium as requested.*

#### *Maintain current letterhead.*

#### *Maintain a file of all forms related to the Society’s business.*

#### *Send an official list of all Officers/Board Members with names, addresses, E-mail addresses, et cetera, to the new members of the Board of Directors of the North Carolina Society of Certified Public Managers within 30 days following the Society’s annual meeting.*

#### *Create and maintain files for Society correspondence.*

#### *Maintain attendance records for Board meetings and notify the Board Chairman of any Board member who has two consecutive absences from Board meetings prior to the next scheduled Board meeting.*

#### *Provide an orientation notebook for new Board members prior to the January Board meeting. The notebook shall include: current copy of Policies and Procedure Manual, new Officer/Board roster, most recent strategic plan, and copy of most recent Board meeting minutes.*

## BOARD CHAIR

### Purpose: The chair of the Board shall call and preside over meetings of the Board as necessary to conduct the business of the Society. The chair of the Board is responsible for the administrative duties of the Board, including preparing an agenda and notifying Board members of the meeting date, time, and place.

### Term: The Board elects The Chair of the Board annually from the group of six elected Fellows. Since a Board member can serve three consecutive terms, that member could theoretically be elected Chair six years in a row.

### Duties: The chair of the Board facilitates the internal workings of the Society, and the President provides external representation of the Society. A Board member who has been elected or appointed an Officer of the Society cannot hold the position of Board chair.

#### *Plan and coordinate an annual strategic planning session and review of the Standard Operating Procedures for the board and officers. Traditionally this session is held in February. Approximately four hours should be set aside for strategic planning activity. The purpose of this session shall be to review progress on previous planning documents, establish a collaborative working relationship between officers and board members, and continue to refine and develop short and long-term goals and processes to insure that those goals can be met*

#### *Ensure a quorum exists before conducting any official action by the Board. A quorum consists of a majority of Board Members serving*

#### *Maintain regular contact with Board members between meetings. This regular contact will greatly facilitate the Board camaraderie and contribute to its overall effectiveness. Brief telephone calls or E-mail messages should suffice.*

#### *Provide each Board member with at least ten days notice of any regular Board meeting. It is suggested that early in the year meeting dates be blocked out and agreed to by Board members; however, the Chair should still provide this ten-day notice, preferably by e-mail. A copy of the draft agenda should be sent to the Board members at the time of notification to allow each an opportunity to request agenda item additions or deletions, as each deems necessary.*

#### *Follow-up with the President to make sure that the Committees are functioning on an active basis and providing feedback to the Board.*

####  *Follow-up with the Membership Committee Chair to make sure that the Board has a current listing of Society members including their address and telephone numbers.*

#### *Make sure all Board members are aware that three consecutive absences from meetings of the Board will automatically result in forfeiture of Board membership. If a Board member has had two consecutive absences, the Chair shall personally contact the Board member prior to the next meeting to remind him/her of this policy.*

#### *Ensure a current copy of the Society’s Policies and Procedures Manual (which includes the Constitution and Bylaws and Standard Operating Procedures) is maintained in a current status for Board members and Society members at large. Following any changes to the Constitution and Bylaws approved by the general membership at the Society’s annual business meeting or through special vote, the Chair should provide and distribute a revised copy to all Board members within 30 days of the annual meeting. The Chair generally coordinates this activity with primary assistance from the Secretary.*

#### *Promote the camaraderie of the Board members by coordinating group lunches before or after Board meetings, Board planning retreats, etc.*

#### *When the Secretary notifies the Chair of the Board that a Board member has missed three consecutive Board meetings, the Chair will contact the Board member in person (if possible) and in writing prior to the next scheduled Board meeting to inform him/her that three consecutive absences from meetings of the Board constitutes forfeiture of Board membership.*

#### *When an unexpected vacancy occurs on the Board, the Board Chair will notify the other Board members and ask for nominations to the Board. If there is more than one nomination, the Board will discuss the nominations at the next scheduled Board meeting. If there is only one nomination or after the Board comes to consensus on one nomination, the Board Chairman will contact the nominee and determine his/her willingness to serve on the Board. The Board will vote on the nominee at the next scheduled Board meeting after the nominee has agreed to serve on the Board.*

#### *Be responsible for coordinating the orientation for new Board members. The Chairman shall invite the new Board members to attend a special December meeting of the old Board. The Chairman shall serve as a mentor and ask other board members to serve as mentors as needed. The Chairman shall meet with new Board members prior to the January Board meeting to provide information on the functions and activities of the Board. The Chairman shall explain the role of the new board members and appoint them to serve on committees.*

## BOARD MEMBERS

### Purpose: The Board Members and Officers constitute the Board of Directors which is the governing body of the Society. The Board shall exercise powers vested in it by the membership to manage the property, affairs and activities of the Society. The Board shall be responsible for reviewing and insuring that all activities of the Society are in acceptance with the policies and the direction of membership.

### Term: The term of office for elected directors shall be two years. No director of the Board can serve more than three consecutive terms. The term for directors added to the Board shall be adjusted as necessary so that approximately half or a third of the Board retires in each calendar year. At least three members of the Board shall be elected each year. Vacancies on the Board occurring for reasons other than expiration of the term of office shall be filled by the Board of Directors for the remainder of the unexpired term. Any board member who ceases, for whatever cause, to be an Active Fellow also ceases to be a board member.

### Composition: The full Board consists of the President, President-Elect, Treasurer, Secretary immediate Past President and six active fellows elected by the membership.

### Duties: The duties of the Board Members are as follows:

#### *Shall be the governing body of the Society.*

#### *Shall exercise powers vested in it by the membership to manage the property, affairs and activities of the Society.*

#### *Shall be responsible for reviewing and insuring that all activities of the Society are in accordance with the policies and the direction of the membership.*

#### *Shall be authorized to adopt policies, rules, and regulations to assure efficient and economical operation of the Society.*

#### *Shall not be authorized to hold meetings that are closed to the membership.*

#### *Shall be a member of a permanent committee, unless serving as an officer.*

#### *Each board member shall sign the Conflict of Interest Statement in January of each year.*

### Voting and Quorum: Each member of the Board shall have one vote. A quorum shall consist of a majority of the Board Members currently service. When a quorum is present, a majority of the Board members at the meeting shall prevail on all issues. Proxy voting by members shall not be permissible. Any action taken by the Board outside an official meeting must be documented and presented to the full board at its next meeting.

### Meetings: The Board shall meet following the election of new Board members to elect a chair from among the six elected Board Members. The chair shall preside at all Board meetings. The Board shall have at least one meeting each quarter. Special meetings may be held upon the request of the chair or upon the written request of three fellows of the Board, or a vote of the membership.

### Notice of Meetings: Members of the Board shall be given at least ten days notice of regular Board meetings. Special Board meetings may be scheduled on five days’ notice. In case of emergency, a special meeting may be called on twenty-four hours notice, provided personal contact made with all Board members to the extent practical.

### Removal: A Board member may be removed from office for unethical or illegal conduct by a majority vote of the Board or the membership. Three consecutive absences from meetings of the Board shall constitute a forfeiture of Board membership.

### Each Board member shall sign the Conflict of Interest Statement in January of each year. The Conflict of Interest Statements are maintained by the Governance Committee.

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## MEMBERSHIP COMMITTEE CHAIRPERSON

### Purpose: This Committee shall be responsible for the annual membership campaign and membership services throughout the year.

### Term: The term of service for the chairperson is two years.

### Composition: This committee shall consist of at least three members appointed by the Chair. Terms shall be two years, with two members rotating off each year.

### Duties and Timeline: The duties of the Membership Committee Chairperson are as follows:

#### *Recruiting and promoting membership.*

#### *Coordinating the annual membership drive and focusing on all categories of membership.*

#### *Receiving membership dues and forwarding them to the treasurer. Maintain a copy of the membership application.*

#### *Maintain an up-to-date database of member information and circulate the list to other Board members.*

#### *Monitoring the qualifications of members to maintain active status and to certify the qualifications of members.*

#### *Drafting a budget proposal for presentation to the President-Elect or President for approval by the Board. The budget shall include all projected activities with the purpose of an organized and focused membership drive. Budget approvals should be approved no later than January 31st of the new fiscal year for that current year.*

|  |  |
| --- | --- |
| October 1st  | * Kick-Off Annual Membership Campaign
* Send membership application/reminder with the announcement for Annual Meeting and Educational Conference.
 |
| November 15th After fall business meeting | * Continue Annual Membership Campaign
* Distribute renewal notices and solicit new members. Include fall conference report and new Board roster with membership renewal notices.
* Acknowledge receipt of membership applications via email as they arrive.
* Work with the Office of State Human Resources PMP Program officials, schedule communication and interface with the current enrollees to review the purpose of the society and enlist their support and membership.
 |
| Special December Meeting | * Make a formal written report on membership and the status of the work at the joint Old Board-New Board Meeting in December.
 |
| * January 15th
 | * Formal membership drive period ends on Dec. 31st, however, membership applications will continue to be accepted through Sept. 30th.
 |
| By January 15th  | * Coordinate with the Treasurer to develop and present a written membership status report to the Board of Directors.
 |
| February 15th  | * Send all renewing members a formal acknowledgment of membership.
 |
| September 15th  | * Develop recognition of new CPM graduates.
 |
| Ongoing  | * Solicit new members from the CPM Graduating Class. Coordinate this activity with the President and the Office of State Personnel CPM Program.
 |

### Membership Directory: The Committee Chairperson shall be responsible for preparing and maintaining the Membership Directory. The Membership Directory is provided to the Board of Directors no later than January 31st and at other times as updates occur.

### The Committee Chairperson shall work directly with the Treasurer and Secretary to make sure that the Society membership roster is unified and up-to-date.

## NOMINATIONS AND ELECTIONS COMMITTEE

### Purpose: The Nominations and Elections Committee is responsible accepting nominations for the Board of Directors, Officers and other elected officials as may be established. In addition, this committee shall conduct elections.

### Term: The term of commitment is one year.

### Composition: This committee shall consist of the last three past Presidents who are active members of the Society and/or fellows as designates by the Board of Directors. The immediate Past President shall serve as Chair of the Committee. The Past President appoints the Nominations Committee Chair three months prior to the Annual Meeting.

### Duties: The Nominations and Elections Committee shall:

#### Establish a committee to assist with tasks.

#### Make an effort to insure a slate of nominees that reflects the diversity present in the Society.

#### Be responsible for the conducting of elections, including preparation and distribution of ballots, receipt and protection of voted ballots, counting and certification of the vote, and announcement of the tabulation of the vote.

#### Deliver ballots 30 days in advance of the Annual Meeting by secure means.

#### Provide professional profiles of all nominees to be shown on the ballot.

#### Be responsible for conducting other voting by ballot that may be necessary.

#### Ensure that voting fellows shall be provided the privilege of casting secret ballots.

#### Provide an absentee ballot process and deadline to members.

## *GOVERNANCE COMMITTEE*

### *Purpose: This committee shall be responsible for developing and promoting a code of professional ethic for member, procedures for investigating and administering discipline in matters involving members of the Society, and developing proposed changes to the code of professional ethics. This committee shall report to the Board of Directors any evidence it has concerning member violations of the ethical practices endorsed by the Society.*

### *Term: Each member shall serve a one-year term.*

### *Composition: The committee shall consist of three members appointed by the Chair. The President shall appoint the Chair in January of each year.*

### *Duties: The committee shall develop and promote professional ethics by:*

#### Monitoring the distribution of the Canons of Professional Responsibility for Fellows and Affiliates of the Society on an annual basis.

#### Distributing any timely information on professional ethics via the newsletter or other methods of communication with members.

#### Maintaining the annual Conflict of Interest Certification statements signed by the Board of Directors and committee Chairpersons each January.

### *The committee shall investigate and administer discipline by:*

#### Contacting the Office of State Personnel once a year, prior to CPM graduation, and inquiring as to the status of CPM candidates.

#### Having the Chairperson inform the Board of Directors of any CPM having his/her certification revoked.

#### Studying and recommending termination of a member to the Board of Directors if that member is found in violation of conduct for unethical or illegal conduct.

### *The committee shall propose Constitution and Bylaw revisions as requested by one or all of the following sources:*

#### Board of Directors

#### Any Active Fellow

#### Office of State Personnel or other governmental agency

### *Proposed Constitution and Bylaw changes shall be handled in a timely fashion and must follow established constitutional procedure for amending the Constitution and Bylaws. The committee must:*

#### Present the proposed amendments to the Constitution and Bylaws to the Board of Directors for study and recommendation.

#### Submit the revised text to the Secretary for preparation and distribution to the Active Fellows prior to the time of the meeting at which voting will occur or the time of a special vote.

#### Monitor the requirement that amendments to the Constitution and Bylaws require a two-thirds majority vote of Active Fellows present at a duly called meeting or responding to a special vote.

## *PROGRAM COMMITTEE*

### *Purpose: The Program Committee shall generate topics, schedule speakers, determine locations, develop event brochures, and implement programs for workshops, seminars, and educational conferences sponsored by the Society.*

### *Term: The term of service is one year.*

### *Composition: The President-Elect is the chair of the Program Committee. The chair shall appoint a committee within 45 days following the Annual Meeting. The chair shall submit a list of committee members to the President.*

### *The Program Committee is responsible for the following duties:*

#### The chair shall submit a proposed budget to the treasurer prior to the January Board meeting.

#### The Program Committee shall develop a 12 month schedule of training courses, activities, and/or events.

### *The Program Committee shall plan, coordinate, and distribute information for a training course, activity, or other event a minimum of six weeks prior to the date of the event. In addition, the Committee’s responsibilities include, but are not limited to:*

#### Selecting a topic for the event.

#### Selecting presenter(s) and/or instructor(s) for the event.

#### Selecting and securing a training room and location that meets the requirements of the specified number of participants and the specific format of training based on the instructor’s requirements (e.g. classroom layout, equipment needs, types of participant exercises)

#### Determining costs including instructor fee and associated travel and per diem, training materials, supplies, facility rental, meal, breaks, etc.

#### Developing an event brochure, and coordinating its distribution.

#### Preparing a budget for the event.

#### Soliciting free materials to distribute to participants.

#### Coordinating the preparation of materials to distribute to participants.

#### Coordinating the registration process with the treasurer who will receive the registration forms and fees.

#### Preparing name badges and a registration list.

#### Preparing an evaluation form for the event.

#### Attending the event, preparing the location for the event, registering participants, introducing speakers, and distributing evaluation forms.

#### Coordinating payments associated with the event with the treasurer and reporting expenses and income from the event to the Board.

### *The following are guidelines governing contractual and planning arrangements*

#### All contractual services, facilities, or food arrangements secured by an agent of the Society shall be documented in writing by the designated agent of the Society. The designated agent shall provide a written confirmation of agreed upon services, facilities, or food arrangements with the selected contractor/provider prior to the delivery of contractual services, use of facilities, or food arrangements to ensure agreement of terms.

#### The following items shall be documented regarding instructor fees, ADA special services, materials, and travel:

##### Name of Company

##### Name and title of individual(s) providing service(s)

##### Date(s) and time(s) service will be provided

##### Description of the scope of work – services to be provided and the number of participants

##### Description of participant materials to be provided (i.e. handouts, notebooks, books, etc.)

##### Cost of contractual services – instructor fee and material charges per person

##### Cost of travel and per diem (i.e. meals, hotel, mileage, etc.)

##### Any other costs – list charge per item

#### The following items shall be documented regarding the use of facilities, equipment, and food arrangements:

##### Name of Facility, identification of designates space secured, and address (e.g. Jones Building, 1st Floor, Classroom 107, 5534 Market Drive, Anytown, NC 27999)

##### Equipment to be provided by the Society or by the instructor (i.e. overhead, LCD screen, flip chart stand, flip chat pads, markers, pointer, drop cord, etc.)

##### Room arrangements for type of training/audience size (i.e. food provided, serving time)

##### Cost of facility, equipment, and food

##### Any other costs – list charge per item

##### Name, address, telephone number, fax number, and\or e-mail address of contact person.

## *PUBLIC RELATIONS/PUBLICATIONS COMMITTEE*

### *Purpose: The Public Relations/Publications Committee is responsible for publishing a periodic newsletter and developing other publication efforts as deemed appropriate.*

### *Term: The term of service is one year.*

### *Composition: The chair shall be appointed by the President in January of each year. The chair shall appoint a minimum of three committee members.*

### *The duties of the Public Relations/Publications Committee are as follows:*

#### Prepare all aspects of the Society’s public relations such as press releases and news articles.

#### Provide assistance to the Membership Committee in the recruitment of new members and retention of current membership.

#### Publish a periodic newsletter and maintain medial platforms to disseminate information to the membership.

#### Develop other publications as deemed appropriate by the Board, including the Society website.

#### The committee shall prepare press releases and submit them for board approval. Once approved, they are forwarded by fax, mail, or e-mail to appropriate media sources.

#### The Committee chair proposes annual funds needed and receives Board approval.

### *Suggested Publishing Schedule and Contents of Newsletter/web-based articles*

|  |  |  |
| --- | --- | --- |
| ***Date*** | ***Edition*** | ***Contents*** |
| *January – February* | *Winter Edition* | *President’s Message**Board of Directors Election Results**Committees, purpose, and chair information and call for committee participation**Feedback form to solicit training requests* |
| *May – June* | *Summer Edition* | *President’s Message**PMP Update (contact LDC Representative for information or article)**Activities Summary* |
| *August - September* | *Fall Edition* | *President’s Message**CPM Graduation**Educational Conference Information**Annual Meeting Plans**Activities Summary**Call for Officer and Board of Director Nominations and Election Information**Call for Nominations Margaret J. Bailey Award**Membership Drive Kickoff* |
| *November – December* | *Annual Meeting Edition* | *President’s Message**Past President’s Message**Educational Conference Wrap Up**Margaret J. Bailey Award winner**Board of Directors Election Results**Membership Drive Continued* |

#### Other topics may include articles of interest, special events, a message from the President or President-Elect, highlights of the Annual Meeting, special recognition of individuals, groups, or projects, etc.

#### All articles are due to the Public Relations/Publishing Committee chair in electronic form in a timely manner to meet the scheduled publishing date.

### *Newsletter Distribution: The Public Relations/Publications Committee chair distributes electronic versions of the newsletter to the membership through media platforms and the Society website,* [*www.ncscpm.org*](http://www.ncscpm.org)*.*

### *Website Maintenance: The Society website,* [*www.ncscpm.org*](http://www.ncscpm.org)*, will be one of the medial platforms for distribution of announcements, newsletters, and pertinent information of the Society and Board of Directors. The member or other personnel responsible for posting content to the website will have custody of the appropriate software to facilitate website maintenance. Upon installation on the computer system used to support website maintenance, the software will be registered or licensed in the name of the Society. In the event of a change in personnel responsible for website maintenance, any software purchased by the Society will be uninstalled and transferred to the appropriate personnel assuming those responsibilities. The Public Relations/Publications Committee chair will be responsible for ensuring that Society-owned software is accounted for and transferred, as needed, in a timely manner.*

## *RESEARCH/POSITION PAPER COMMITTEE*

#### Note: This is not currently an active committee

### *Purpose: The Research/Position Paper Committee shall periodically produce white papers on management related topics which represent the Society’s position or view on the topic.*

### *Term: The term of service is one year.*

### *Composition: This committee shall consist of at least three Board members, one of whom shall be appointed by the President. Other Active Fellows in the Society may be appointed by the committee chair as needed to coordinate research projects and/or position papers.*

## *Audit Committee*

### *Purpose: The Audit Committee shall audit the financial record of the Society and shall present a report to the Board of Directors.*

### *Term: The term of service is two years.*

### *Composition: The Audit Committee shall consist of at least two member of the Society and shall be approved by the President.*

### *The Audit Committee shall:*

#### Audit the financial books and record maintained by the Treasurer annually, no later than March 1 of the subsequent year.

#### Write an audit report/letter to the full Board concerning audit findings. At a minimum, the report should include the period audited, a brief description of the transactions audited, and an opinion regarding whether the records audited represent truly and clearly the financial condition of the Society for the reporting period. The chair of the Audit Committee should sign the report.

#### Perform ad hoc reviews and may require the Treasurer to make financial records available for inspection at any time.

## *Archivist*

### *Purpose: The Past President shall serve as the Society’s Archivist. The Archivist is the official record keeper of the Society. The Archivist is responsible for archiving official documents in the NC Archives for the Society.*

### *Term: The Past President shall serve as the Archivist for a one-year period, to coincide with his/her appointment as Past President.*

### *The Archivist is responsible for:*

#### Organizing and preparing Society documents for official annual archiving of Society records.

#### Presenting the annual set of archive files to the state archive in Raleigh.

#### Providing information from the archives to the Board upon request.

#### Maintaining the archives in an orderly fashion.

#### Communicating with a contact at the NC Archives to obtain forms which must be filled out prior to making an archive deposit and to arrange a transfer date/time.

### *The following items are to be placed in the official archive annually, no later than March 15, and are to be provided to the Archivist by the Officer or Committee named:*

#### Secretary: Copy of minutes of each meeting, Copy of minutes from the Annual Meeting, Copy of the strategic plan.

#### President: Annual Report, formal resolutions, and other documents deemed significant to Society history.

#### Program Committee: Program brochures

#### Membership Committee: Official membership for the year

#### Nominations Committee: Ballot copy with results tally

#### Treasurer: Annual Financial Report (submitted with Annual Report)

#### Publications Committee: Text of articles and press releases

#### Awards: Nomination package of Margaret J.Bailey award winner

#### Board Chair: Standard Operating Procedures and Bylaws, most current version in use at the end of the previous calendar year.

### *Contact information for the NC Archives:*

North Carolina State Archives, Organization Records, 4614 Mail Services Center, Raleigh, NC

Telephone: 919 807-7315

E-mail: archives@ncmail.net

First Contact: Gwen Thomas Mays

## *Regional Coordinators (TEMPORARILY SUSPENDED)*

### *Purpose: The purpose of assigning members to regions is to reach out and create a support and feedback mechanism for members who do not reside in the Research Triangle Park area, where most of the Board and workshop activities occur. The purpose of convening informal, periodic regional meetings is to encourage networking among members, to stimulate interest in Society workshops and the Annual Meeting, and to provide a forum for giving input to the Board.*

### *Term: The term of service is one year, beginning in January*

### *Composition: The chair of the Membership Committee shall appoint a member of the Membership Committee to serve as a Regional Coordinator.*

### *Active members in the NCSCPM will be assigned one of eight geographic regions based on their county of residence. The regions consist of the following counties:*

#### Region 1: Cherokee, Clay, Macon, Graham, Swain, Jackson, Transylvania, Haywood, Madison, Buncombe, and Henderson.

#### Region 2: Yancey, Mitchell, Avery, Watauga, Ashe, Alleghany, Surry, Davie, Rowan, Iredell, Catawba, Alexander, Caldwell, Burke, and McDowell.

#### Region 3: Polk, Rutherford, Cleveland, Lincoln, Gaston, Mecklenburg, Cabarrus, Stanley, and Union.

#### Region 4: Stokes, Rockingham, Caswell, Person, and Chatham.

#### Region 5: Wake, Orange, and Durham.

#### Region 6: Anson, Montgomery, Richmond, Moore, Hoke, Robeson, Columbus, Bladen, Sampson, Cumberland, Lee, and Harnett.

#### Region 7: Currituck, Camden, Pasquotank, Perquimans, Chowan, Gates, Hertford, Bertie, Northampton, Nash, Edgecombe, Wilson, Johnston, Wayne, Greene, Lenoir, Craven, Pamlico, Hyde, Dare, Beaufort, Tyrell, Washington, and Martin

#### Region 8: Carteret, Jones, Onslow, Duplin, Pender, New Hanover, and Brunswick

### *Counties assigned to each region should be evaluated annually based on the counties of residence of members and potential members, and revisions should be made as needed.*

### *The duties of a Regional Coordinator are as follows:*

#### To recruit a regional convener for each region (except region 5) by January 31 of each year

#### To provide conveners with an up-to-date list of members and potential members by mid-February of each year.

#### To communicate with conveners at least quarterly to assess progress or need for assistance.

#### To report regional activities to the Board.

# MEETINGS

## Board Meetings

### *The Board of Directors meets every month, with January being the first meeting of the term year. Meetings are held at times and places designated by the President and Board Chair. Special sessions and other meetings to address imminent issues may be called as well. Officers and Board Members are notified of regular meetings at least ten days in advance, preferably in writing. Special Board meetings may be held with five days’ notice; emergency meetings may be held with 24 hours’ notice, provided personal contact is made with all Board Members to the extent practical.*

## Annual Meeting

### *An annual business meeting is held each year. Locations are chosen by the Board of Directors. New Officers and Board Members are installed at this meeting.*

# FINANCIAL POLICIES & PROCEDURES

## *Financial Procedures*

### *Bank Accounts: All monies shall be deposited in depositories selected by the Board of Directors. Each year, upon a change in the Society’s Board, it is the Treasurer’s responsibility to secure new signature authorization cards from the bank. The signature cards are to be signed by the President and Treasurer. A copy of the minutes from the board meeting where the signatories are approved is provided to the bank. After signatures are obtained, both forms are to be returned to the bank. The President and Treasurer may sign checks. The Treasurer shall receive Board approval to invest cash in excess of operating needs.*

### *Financial Records: The financial records of the Society are the responsibility of the Treasurer. The records are maintained on a cash basis. Revenues and expenditures are recognized in the period received and/or paid. The fiscal year is on a calendar-year basis and statements of revenues and expenditures, including reconciled bank balances, are issued monthly.*

### *Budget: The President-Elect and the Budget Committee shall develop an annual proposed budget and prepare a written report by December 31 for review at the January Board meeting. The budget and report shall be presented for approval to the full Board of Directors. Revisions to the budget must be approved by the full Board of Directors.*

### *Financial Reports: Reports of revenues and expenditures, including reconciled bank balances, shall be prepared monthly and presented to the Board of Directors.*

### *Audits: the Audit Committee shall audit the books annually, no later than March 1 for the previous calendar year. A written report/letter shall be signed by the chair of the Audit Committee and submitted to the full Board reflecting the audit opinion.*

## *Definitions and Information*

### *Fiscal Year: The “Society Year” is established as a calendar year.*

### *Federal Identification Number: The Society’s Federal Identification No. is 58-1854348.*

### *Tax Status: The Society is tax-exempt under Section 501 (a) of the Internal Revenue Service Code. This status was granted on March 9, 1990.*

### *Revenues: Revenues are recorded when received. The following are sources of revenue:*

#### Dues - Fellows: Dues collected during the current period for full members.

#### Dues - Associates: Dues collected during the current period for associate members.

#### Dues - Friends: Dues collected during the current period for friends of the Society.

#### Educational Conference Fees: Fees collected during the current period for Society sponsored workshops, educational conferences and seminars.

#### Merchandise Sales: Monies collected during the current period for Society merchandise.

#### Interest: Interest earned during the current period on the Society’s fund on deposit.

#### Other Revenues: Monies collected during the current period from any other source.

### *Expenditures: Funds are disbursed upon receipt of original bills and properly executed vouchers, with non-routine expenditures approved by the President. Expenditures are recorded when paid. Expenditures may include:*

#### Educational Conference Expenditures: The amount paid during the current period for expenses directly related to workshops, educational conferences, seminars, and related activities sponsored by the Society.

#### Annual Meeting Expenditures: The amount paid during the current period for expenses directly related to the Society’s Annual Meeting.

#### Retreat Expenditures: The amount paid during the current period for expenses directly related to the Society’s annual planning retreat.

#### Merchandise Expenditures: The amount paid during the current period for the purchase of the Society’s.

#### Bank Service Charges: The amount paid during the current period for bank service charges.

#### Postage: The amount paid during the current period for postage, shipping, and related expenses.

#### Website and Software Costs: The amount paid during the current period for expenses directly related to maintenance of the Society’s website or other media platforms or for other publications.

#### Plaques/Honors: The amount paid during the current period for plaques, gifts, awards, and similar items.

#### General Supplies: The amount paid during the current period for purchases of supplies, including stationery, envelopes, and other items.

#### Outreach/Recruiting Costs: The amount paid for strategic communications, outreach and messaging to members and potential members.

#### Miscellaneous: The amount paid during the current period for expenses not specifically identified in a previous category.

# AWARDS AND SCHOLARSHIPS

## *Margaret J. Bailey Public Manager Award*

### *Purpose: The key principle of the North Carolina Society of Certified Public Managers is to promote professionalism in state, local, and municipal government service by ascribing to high moral and personal standards. In an effort to recognize those who serve the State in a managerial capacity, the Margaret J. Bailey Award was established. Its purpose is to recognize and express appreciation for outstanding achievements in relation to the goals and tenets of the North Carolina Society of Certified Public Managers. This award represents the highest honor that the North Carolina Society of Certified Public Managers bestows.*

### *Administration: The award is administered by the North Carolina Society of Certified Public Managers, whose Board of Directors is responsible for final approval of a recipient. The President of the North Carolina Society of Certified Public Managers will select an “empowered” award committee each year. The President will also appoint a member of this committee to act as chair. (Traditionally, the previous year’s MJB Award winner is appointed as the chair; however, this is not always possible or feasible.) The committee will then be approved by the full Board of Directors of the Society. The award committee will receive all nominations, review them, and submit its recommendation for the award recipient to the full Board. The award may be presented yearly at the Annual Meeting, provided a qualified recipient is identified.*

### *Nominations: The committee shall initiate the call for nominations process three months prior to the North Carolina Society of Certified Public Managers Society’s Annual Meeting. The call for nominations includes distributing correspondence and guidelines to all Society members. Nominations may be made for meritorious or distinguished accomplishments. A prescribed nomination form will be furnished to active Fellows of the Society. Only active Fellows of the Society are eligible to submit a nomination. The nominee, however, is not required to be a member of the Society, or a Certified Public Manager. The nomination form is to include the name of the immediate supervisor of the nominee and the name of the next level supervisor for reference checking by the awards committee.*

### *The award is intended for permanent employees in state, local, and municipal service, specifically those in managerial or administrative service.*

### *The accomplishments need not fall entirely within the scope of normal duties, but shall be in the nature of a major contribution reflecting credit on the person and clearly reflecting the goals and mission of the North Carolina Society of Certified Public Managers.*

### *The award is purchased from Mort’s Inc. in Raleigh* [*http://www.mortstrophiesnc.com*](http://www.mortstrophiesnc.com)*. They have the template for the acrylic award, so they need to know the name of the winner and the calendar year to put on the award. Allow several weeks for preparation of the award. The cost is approximately $180.00.*

### *Margaret J. Bailey Award Winners:*

1996 Edward B. Phillips

1997 Patricia (Tish) Hagler

1998 H. Haywood Poole

1999 Steven J. Mastro

2000 Greg Cain

2001 Jim Savage

2002 Edward Burt

2003 Mary Reese

2004 Sandy Pearce

2005 Sarah Smith

2006 Tami Hinton

2007 Beverly Hall

2008 Jean Waters

2009 David Osborne

2010 Lane Bailey

2011

2012 Kim Gillespie

2013 Linda Jefferson

2014 Erica Adams

2015 Maura Chavez

2016

2017 Kathi Parker

2018 Amy Simes

#  SOCIETY MERCHANDISE

## *Society Merchandise*

### *Purpose: In an effort to promote the professional appearance of the Society, the Board of Directors will occasionally authorize the purchase of Society merchandise to be made available to members for purchase or to be given to presenters, etc., as a token of the Society’s appreciation for some service rendered. With the exception of the Society’s lapel pin and other jewelry, which may only be purchased by active Fellows of the Society, all merchandise is available to all categories of Society membership, their families and friends, etc.*

### *Cost: Historically the Society has not tried to use the sale of merchandise to generate extra revenue, but rather has simply tried to cover its actual cost. The logic has been to make the cost as reasonable as possible in order to facilitate purchase and thereby increase exposure of the Society and CPM credential. This does not mean that this will always be the policy for pricing Society merchandise. The Board shall approve sales prices of merchandise.*

### *Type of Items: The Society may fund the purchase of merchandise with the NCSCPM logo displayed such as clothing, office items, or personal items. Each purchase (items, quantity, and total cost) shall be approved by the Board.*

### *Vendor: The Board should review potential vendors recommended by the Ways and Means Committee to obtain the best price for the quality desired. The potential exists to utilize mail order vendors in a cost effective manner.*

### *Record Keeping: The Ways and Means Committee shall keep records to meet IRS guidelines for resale of good and profit/loss. This must be done and reported to the Treasurer annually to ensure compliance with standards as a 501 (c) organization. Records must be reconciled between the Treasurer and the Ways and Means Committee and provided to the Audit committee for each fiscal year.*

### *The Ways and Means Committee shall:*

#### Request a budget for goods to be purchased in November for the following year.

#### Develop a business plan for presentation to the Board including items to be purchased, copy of goods, projected sales and revenue, and projected profits or losses for the fiscal year.

#### Purchase goods approved by the Board with authorized funds.

#### Provide items for sale with the Society logo at Society-sponsored events and through the website.

#### Keep records for cost of good purchased, income from sales of goods, and operational costs (interest, shipping, etc.)

#### Provide annual profit/loss report to the Treasurer, the Board of Directors, and the Society membership.

# FORMS AND STATIONERY

## *Forms and Stationery*

### *Letterhead, envelopes, and forms are produced with the Society logo. The Board approves the designs. Typically, an electronic template is created and distributed to the Board and committees for use.*

# OATH OF OFFICE

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**NORTH CAROLINA SOCIETY OF CERTIFIED PUBLIC MANAGERS**

**OATH OF OFFICE**

**To the Society:** We have assembled now to both recognize and charge our officers and directors for the Society as they prepare for their new terms of office.

**To the Officers and Directors:** After I complete the charge, please answer in unison *“I do”.*

Do you (call each person by name) as (name the office each will assume) pledge to support the North Carolina Society of Certified Public Managers in its endeavors to promote management excellence within state government;

to lead the Society, its Fellows and affiliates, through example and dedication;

to uphold the Canons of the Society and facilitate the purposes for which the Society was founded;

and to foster the growth of the Society through education, innovation, and a sincere personal commitment?

**New officers/directors answer as a group - *“I do”.***

Having publicly affirmed your commitment to the North Carolina Society of Certified Public Managers, I hereby declare that you have been rightfully and formally installed as the new officers and directors for the Society in the coming year. Your terms shall begin in January and it is our sincere hope and desire that your terms will be filled with both progress and professional development.

**To the Society:** Please join me now in welcoming and congratulating our new leaders with a round of applause.