

# Leadership Link Bylaws

## ARTICLE I NAME

The name of this organization will be Leadership Link - Chapter of the National Management Association, hereinafter referred to as the "Chapter." The Chapter has been designated Chapter Number 517 by the National Management Association.

## ARTICLE II GENERAL

### Section 1 - Purpose

The purpose of the Chapter includes but is not limited to:

1. Providing opportunities for the personal and professional development of all local government employees.
2. Developing a professional spirit and understanding of management as a profession within a local government setting.
3. Providing management training and education for local government personnel.
4. Providing opportunity for exchange of ideas of local government.
5. Encouraging the spirit of cooperation and interaction among members at all levels of local government.
6. Making local government more efficient and effective.

### Section 2 - Restrictions

The Chapter will be incorporated as a nonprofit organization under the laws of the State of Nebraska. This chapter will be a 501c(6).

The Chapter will be nonpolitical, nonpartisan, and will not engage in collective bargaining on behalf of its members or others. No substantial part of the activities of the Chapter will be directed toward influencing legislation.

### Section 3 - Affiliation

All members of the Chapter will be members of the National Management Association with which the Chapter is affiliated and to whose Objectives, Code of Ethics and Statement of Principles the Chapter subscribes.

### Section 4 - Fiscal Year

The fiscal year of the Chapter will commence on July 1st and end on June 30th of each year.

## ARTICLE III MEMBERSHIP

### Section 1 - Eligibility

Any employee of the City of Lincoln or Lancaster County will be eligible for full membership. Employees of the People's Choice Federal Credit Union, Lincoln Electric System and Lincoln Housing Authority will also be eligible, as will spouses, partners or significant others of current Leadership Link members in good standing. Any such employee, spouse, partner or significant other seeking membership must submit a completed application and initiation fee for membership to the Member Relations Committee.

### Section 2 - Acknowledgment

After committee review and recommendation, the membership application and initiation fee will be submitted to the Board of Directors for approval. The Member Relations Chairperson will notify the applicant of acceptance or ineligibility.

### Section 3 - Terminations

Any member who voluntarily resigns or is terminated from membership for delinquency must reapply for admission as a new member. Any former member returning to local government will be reinstated as a member upon successful completion of the application process and payment of a reinstatement fee.

### Section 4 - Transfers

Transfer members from another chapter who are still registered as a National Member will not be required to pay a reinstatement or initiation fee.

## **ARTICLE IV DUES**

### **Section 1 - Annual Dues**

The Board of Directors will recommend any changes in full member annual dues. The recommended dues will become effective upon approval by a simple majority vote of members casting ballots. Members must be notified of proposed changes in dues at least 30 calendar days in advance of said vote. Initiation and reinstatement fees will be set by the Board of Directors.

### **Section 2 - Schedule of Dues**

Members admitted during the fiscal year will pay the full amount of dues for the month admitted and monthly thereafter, if paying by payroll deduction. Members will have the option of paying dues in a single annual payment. This single payment will be prorated to include the month admitted and each month thereafter to the end of the Chapter's fiscal year. Thereafter, dues will be payable as a single payment at the beginning of each fiscal year, due within 30 days of the new fiscal year. Monthly dues will be absorbed and paid to National on behalf of an NMA member who is serving in the military for an extended period of time. Upon return to their employment, the military employee will resubmit their intent as a dues paying member within 30 days to the Member Relations Chair or Co-Chair(s).

### **Section 3 - Delinquency**

Members delinquent in paying dues will be contacted at the end of the month for which dues are not paid and advised, in writing, that failure to pay dues within 30 days of the due date will result in termination by written notice.

### **Section 4 - Reinstatement**

A member terminated as per Article IV, Section 3, may be readmitted as a member upon successful completion of the application process and payment of a reinstatement fee.

## **ARTICLE V MEETINGS**

### **Section 1 - Chapter meetings**

The Chapter will meet on a monthly basis to provide management training, education, and personal interaction for employees and guests who meet membership eligibility requirements as stated in Article III, Section 1.

### **Section 2 - Board Meetings**

To the extent possible, the Board of Directors will meet prior to each Chapter meeting and as otherwise required. Notification of board meetings will be given to members of the Board of Directors. Special meetings and/or executive sessions of the Board may be called by the president or upon request of the majority of the board. All meetings will be open to the general membership; with the exception of executive sessions.

### **Section 3 - Special Meetings**

Special meetings of the general membership may be called in an emergency. An emergency is defined as an event requiring a vote of the general membership before the next scheduled Chapter meeting. If possible, special meetings will be held in conjunction with monthly Chapter meetings.

### **Section 4 - Installation of Officers**

Newly elected Officers will be installed at the June meeting and take office at the beginning of the Chapter's fiscal year.

### **Section 5 - Quorum**

A quorum at all Chapter meetings for the transaction of business, will be 10% of the membership of the Chapter. A quorum of the Board of Directors, for the transaction of business, will be a simple majority of the board members.

### **Section 6 - Procedure**

The rules of procedure contained in the most recent *ROBERT'S RULES OF ORDER, NEWLY REVISED* will be used to conduct the business of the Chapter in all cases not covered by the bylaws or other special rules of the Chapter.

## **ARTICLE VI OFFICERS AND BOARD MEMBERS**

### **Section 1 - Board of Directors**

The policy making body of the Chapter will be a Board of Directors, consisting of the Officers; the immediate Past President; and Chairpersons/Co-Chairpersons or proxy of the standing committees. For purposes of voting, each board member will have one (1) vote; in the event that a committee has co-chairpersons they will have one vote between them or a Vice-Chairperson may vote in the absence of a chair. The Board of Directors will constitute the Board of Directors for purposes of Neb. Rev. Stat. Section 21-1901, et seq.

## **Section 2 - Officers**

The officers of the Chapter will be a President, President-Elect, Secretary, and Treasurer. The President-Elect will assume the President position following his/her term as President-Elect. Membership will elect the offices of President-Elect, Secretary, and Treasurer.

## **Section 3 - Eligibility**

Candidates for President Elect, Secretary and Treasurer and all members of the Board of Directors will be full members in good standing of the Chapter.

## **Section 4 - The Nominating Committee**

The President will appoint a Nominating Committee none of whom will be an officer of the Chapter. The names of those serving on the committee will be announced at the March meeting. The Nominating Committee will nominate candidates for all offices, except for the office of President. The list of candidates selected by the nominating committee will be submitted to the membership at the April meeting. Additional nominations may be made from the floor, upon recognition from the Nominating Committee Chair or Chapter President. Such nominees must meet eligibility requirements stated in Section 3 of this article.

## **Section 5 - Election, Term, and Vacancies**

Officers, all except President, will be elected by the membership using an official mail-in ballot prior to the May meeting. Ballots will be counted by all members of the Nominating Committee, who will report the results to the membership at the May meeting. Officers will serve for one year from July 1 - June 30. Election will be on the basis of a plurality of the votes cast, provided that at least 10% of the eligible voters cast ballots. A vacancy of the president will be assumed by the president-elect. A vacancy in the office of president-elect will be appointed by the Board of Directors, until such time as a special election can be held. In the event that neither the President nor the President-Elect shall have been elected by the Chapter membership, a special election for the purpose of electing both the President and the President-Elect will be held. Any special election will follow the criteria for other Chapter elections. Vacancies in other offices will be appointed by the Board of Directors. A vacancy of the President will be assumed by the President-Elect for the unexpired term of his or her predecessor in office. The President-elect will remain president at the start of the next fiscal year and serve that term in full, not to exceed a two (2) year term.

## **Section 6 - Resignation and Removal**

An Officer or Chairperson may resign at any time by serving written notice to the President within a 30 day period. Failure to fulfill responsibilities as assigned, or denoted in the bylaws may be cause for dismissal of an Officer or Chairperson by a quorum vote of the Board of Directors. The President will receive written notice regarding the vote from the officers where he or she will execute the removal. In the event the President is to be removed the Past President will execute the removal. The Past President will also break a tie vote.

# **ARTICLE VII RESPONSIBILITIES OF BOARD OF DIRECTORS AND OFFICERS**

## **Section 1 - Board of Directors**

The Board of Directors will:

1. Establish policy for the organization.
2. Set goals for the current administrative year, and long-range plans and goals for future development, consistent with the Objectives, and Code of Ethics and Statement of Principles of the National office of NMA.
3. Monitor and evaluate membership meetings, programs, and other Chapter activities to assure that policies are being followed.
4. Approve total budget for the year and establish expenditure authorization procedures.
5. Appoint a committee for the annual audit of books.
6. Submit all major policy changes and proposed amendments to the bylaws to the vote of the membership.
7. Establish criteria for the Board of Directors attendance and participation. The criteria for Officers; they must attend six (6) board meetings in the fiscal year. When three (3) consecutive or occasional board meetings are not attended without just cause or notification see Article VI - Section 6.
8. Approve membership applications.

## **Section 2 - President**

The President will

1. Establish and staff the organizational structure of the Chapter.
2. Be responsible to the Board of Directors for the satisfactory operation of the Chapter, in accordance with the bylaws.
3. Preside over the Board of Directors and membership meetings.
4. Call special meetings as deemed necessary.
5. Coordinate plans and operations to achieve the assigned goals and objectives of the Chapter.
6. Sign all written contracts for the Chapter, as authorized by the Board of Directors.
7. Authorized to sign checks for properly approved bills. The president will be bonded for an amount determined by the Board of Directors, which bond will be properly posted and filed with the Secretary prior to the president taking office.

8. Prepare an annual report of the Chapter's activities for presentation to the membership.
9. Meet annually with the Executive Advisory Committee which is comprised of City and County Department Directors.
10. Appoint the nominating committee by the end of February of each year. (see Article VI, Section 4)

#### **Section 3 - Past President**

1. The Past President will act in an advisory capacity to the President and the Board of Directors.
2. The Past President will break any tie vote.

#### **Section 4 - President-Elect**

The President-Elect will:

1. Assume the responsibilities of the President in his/her absence.
2. Coordinate the functions of the various committees assigned by the President for his/her supervision.
3. Authorized to sign, in the absence of the President or Treasurer, checks for properly approved bills or written contracts. The President-Elect will be bonded for an amount determined by the Board of Directors. Bonding will be effective upon taking office.
4. Review and or revise bylaws and standing rules each term or as needed.
5. Perform other duties assigned by the President.

#### **Section 5 - Secretary**

The Secretary will

1. Sign, in the absence of the President, all written contracts for the Chapter, as authorized by the Board of Directors.
2. Ensure that all reports are transmitted to the appropriate NMA (national) offices on a timely basis.
3. Coordinate the various committee functions assigned by the President for his/her supervision.
4. Record and distribute minutes of all Board of Director meetings, Chapter meetings, and special meetings.
5. Perform other duties assigned by the President.
6. Maintain attendance records of the Board of Director meetings.
7. Maintain Chapter's archival records.

#### **Section 6 - Treasurer**

The Treasurer will -

1. Maintain records of receipts and expenditures and place funds in a depository approved by the Board of Directors. All such records will be open for inspection by the Board of Directors.
2. Prepare and submit a proposed budget to the Board of Directors based on committee requests.
3. Sign checks for properly approved bills. The Treasurer will be bonded for an amount determined by the Board of Directors, bonding will be properly posted and filed with the Secretary prior to the President taking office.
4. Prepare monthly and annual financial statements.
5. Coordinate the functions of the various committees assigned by the President for his/her supervision.
6. File all necessary state and federal tax forms and other reports required by law.
7. Maintain documentation on financial records and the types of reports required to be retained by the organization.
8. Maintain documentation detailing authorization for incurred expenditures.
9. Monitor post office box, open and distribute all incoming mail.
10. Perform other duties assigned by the President.

## **ARTICLE VIII COMMITTEES**

#### **Section 1 - Appointments**

The Chairperson of each committee will be appointed by the President. All other committee Co-Chairs will be appointed by the Chairperson of the respective committee. Upon the resignation of the committee Chairperson, or at the termination of the committee Chairperson's term of office, the respective Vice-Chairperson may succeed to the office of committee Chairperson with the approval of the Board of Directors.

#### **Section 2 - Program Committee**

The Program Committee plans and conducts the monthly programs. Specific duties include:

1. Developing and submitting a one-year plan to the Board of Directors (60) days after the beginning of each administrative year. Meetings will be set for September through August by the current committee in order to have meetings set up during the transition period.
2. Making arrangements for speakers and programs at the monthly Chapter meetings including selection of facilities and meals.
3. Maintain contact with The Employee Linc Newsletter on a monthly basis for meeting information publication articles.
4. Coordinate proclamations for Management Week activities including which may include making arrangements for speakers and programs, including selection of facilities.
5. Inform the Public Relations Committee for publication in the Chapter Newsletter.

### **Section 3 - Professional Development Committee**

The Professional Development Committee determines the professional development needs of the membership and develops educational programs and activities to meet these needs. Specific duties include:

1. Assessing the needs of the membership and developing a one-year plan to meet these needs. This plan will be submitted to and approved by the Board of Directors.
2. Making arrangements for educational programs /workshops, including selection of facilities and instructors from another NMA Chapter and/or NMA Council. (as per the R-1 report)
3. Work with the appropriate person from other departments with regular training schedules in order to submit these courses for CEU approval and processing.
4. Provide and promote the Certified Manager Program, in accordance with guidelines of the Institute of Certified Professional Managers.
5. Provide articles and notices to the Public Relations Committee for publication in the Chapter Newsletter.
6. Coordinate reservations and collection of money for Professional Development activities.

### **Section 4 - Member Relations Committee**

The Member Relations Committee plans and organizes recruitment activities for enlisting new members and makes recommendations to the Board of Directors regarding individual applications for membership. Specific duties include:

1. Devising methods of informing and attracting prospective new members.
2. Reviewing, on a periodic basis, membership eligibility requirements and making appropriate recommendations to the Board of Directors.
3. Conducting an orientation program for all new members at least once a year.
4. Identifying monthly meeting guests and providing them with membership information and name tags. Coordinate all reservations and money collection for monthly meetings.
5. Notify all active members prior to Chapter meetings and special meetings.
6. Surveying as required by the Board of Directors.
7. Provide articles to the Public Relations Committee for publication in the Chapter Newsletter.
8. Maintain official membership roster.
9. Maintain attendance records on all members.

### **Section 5 - Public Relations Committee**

The Public Relations Committee promotes interest in the Chapter through all available media. These promotional activities should keep local government employees informed of Chapter activities and provide information to the membership of upcoming educational programs and other events. Specific duties include:

1. Informing membership of educational programs and other Chapter functions.
2. Providing timely press releases regarding Chapter activities.
3. Coordinate the publication of information with the Nebraskaland Council.
4. Coordinate publications of print, digital and electronic information with specifications as listed in the R-1 report.
5. Coordinate with Program Committee specifically, as well as coordination of all board members and Committees, to provide articles and notices for publication in the Chapter Newsletter.

### **Section 6 - Community Services Committee**

The Community Services Committee is established for special projects approved by the Board of Directors which do not fit within the Program, Professional Development, Member Relations, or Public Relations Committees' responsibilities. The Chairperson of the Special Projects Committee coordinates all approved projects. Duties will include:

1. Work with Committee members to make recommendations to the Board of Directors for participation in scheduled events and any new events.
2. Provides articles and notices for publication in the Chapter Newsletter.

### **Section 7 - Awards Committee**

The Awards Committee advises the Board of Directors about potential recognition for its performance during the year. Specific duties include:

1. Determining what NMA group awards are available to the Chapter.
2. Recommending appropriate group awards to be included in goals for achievement in the coming year.
3. Instructing the Board of Directors on action to be taken to qualify for the selected awards.
4. Contacting the Board of Directors periodically to ensure that appropriate documents, reports, and application forms are forwarded to NMA headquarters, complete and on time. Coordinate documentation and submission of necessary forms to NMA headquarters.
5. Serve as consultant to other the Board of Directors on all matters relating to NMA awards.
6. Completes NMA R-1 monthly report, coordinate with the Awards Committee & Program Committee specifically as well as coordination of all board members and Committees.
7. Provide articles and notices for publication in the Chapter Newsletter.

## **ARTICLE IX AMENDMENTS**

### **Section 1 - Recommendation**

Proposed amendments to the bylaws must be in writing and submitted to the Board of Directors and may come from Amendments proposed to the Board of Directors will be presented, upon approval of the Board of Directors, to the membership for vote within 60 days of receipt.

### **Section 2 - Notification**

The Board of Directors will publish the proposed amendments in the Chapter Newsletter 30 days prior to the meeting at which the amendments will be voted upon.

### **Section 3 - Voting**

The bylaws may be amended by a vote at a regular or special meeting where a quorum is present where two-thirds (2/3) of the members present approve; or mail vote where a minimum of 10% of members cast ballots and two-thirds (2/3) of those voting approve. Results of votes on bylaw amendments will be published in the next Chapter newsletter and will become effective upon publication.

### **Section 4 - Review**

The bylaws will be reviewed at the request of the Board of Directors. The President-Elect will review and or revise bylaws and standing rules each term or as needed.

## **ARTICLE X COUNCIL MEMBERSHIP**

This Chapter will be an affiliate chapter of the Nebraskaland Council of the National Management Association. The affiliation with the Nebraskaland Council will continue until two-thirds (2/3) of the members of Chapter 517, present and voting, will vote to disassociate from the Council or to dissolve the Chapter at a meeting at which a quorum is present.

As adopted August 3, 1999. As last amended May 13, 2013.