

# AMERICAN ACADEMY OF CERTIFIED PUBLIC MANAGERS<sup>®</sup> CONSTITUTION AND BYLAWS

## Article 1. Name and Purpose

**1.1 Name.** The name of this organization shall be the American Academy of Certified Public Managers<sup>®</sup> (AACPM).

**1.2 Purpose.** The purpose of the Academy shall be to unite Certified Public Managers<sup>®</sup>; to encourage the acceptance of management in government as a profession established upon an underlying body of knowledge; to promote high professional, educational and ethical standards in public management; to improve communication, cooperation and coordination among public entities; to foster leadership through example and innovation; and to facilitate positive changes which enhance the delivery of public service.

## Article 2. Definitions and General Provisions

**2.1 Definitions.** In all matters pertaining to the Academy and its activities, the term:

**Academy year** shall mean a calendar year.

**Annual meeting** shall mean the yearly convocation of the members of the Academy. The dates of the annual meeting shall be proposed by the Host Society. Recommendations for the annual meeting dates will be made by the Conference Committee. The Board will approve the final dates of the annual meeting.

**Board of Directors** shall mean the offices of President, President-Elect, Immediate Past-President, Secretary, Treasurer, and two Members-at-Large.

**Member** shall mean any person in any membership classification in good standing in the American Academy of Certified Public Managers<sup>®</sup>.

**Society** shall mean an organization composed of Certified Public Managers<sup>®</sup> and/or other categories of members so designated by the Society.

**2.2 Notifications.** All members shall be notified in writing or electronically. Member notifications can be made by special mailing or through any publication of the Academy. In these cases, notice is given upon deposit in the mail. Electronic notification can be made by sending of electronic mail (E-mail). Members without electronic capability will receive written notification. The Academy shall verify receipt of electronic notifications on actions that require a delegate vote.

**2.3 Dissolution.** Upon dissolution of the American Academy of Certified Public Managers<sup>®</sup>, all of the organization's assets remaining after payment of all costs and expenses of such dissolution shall be distributed to Societies of Certified Public Managers<sup>®</sup>.

or other organizations that qualify under state tax regulations. None of the assets will be distributed to any member, officer or trustee of the dissolved organization.

### **Article 3. Memberships**

**3.1 Members.** The classes of members shall be Fellow, Members-at-Large, Associates, Consortium Members and Honorary Fellows.

**Fellows** are those people who have completed a program accredited by the National Certified Public Manager<sup>®</sup> Program Consortium, are members in good standing in a Society, and have been admitted under guidelines adopted by the Board of Directors.

**Members-at-Large** are those people who have completed a program accredited by the National Certified Public Manager<sup>®</sup> Consortium, are members in good standing with the Academy, and have been admitted under guidelines adopted by the Board of Directors.

**Associate Members** are other categories of members with whom affiliation is considered to be in the best interest of the Academy.

**Consortium Members** of the Academy are local Consortium Members who are admitted under guidelines adopted by the Board of Directors.

**Honorary Fellows** shall be individuals elected to such class of membership by a majority vote of the Board of Directors.

**3.2 Certification of Membership.** Upon initial admission and receipt of dues, a certificate shall be issued designating membership in the Academy.

**3.3 Rights and Responsibilities of Members.** A member of the Academy shall be entitled to use the designation "Member of the American Academy of Certified Public Managers<sup>®</sup>."

**3.4 Suspension of Membership.** A member may resign from the Academy by submitting a written resignation. A member shall be suspended for the following reasons:

- Default in the payment of dues or other monetary obligation to the Academy.
- Failure to remain a "member in good standing" of a member Society.

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 Bylaws and Ethics Committee of all allegations made against the 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 Ethics 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 Academy's Board of Directors.
- The Board of Directors shall decide, by majority vote, upon both the question of guilt and the question of penalty to be imposed.
- The decision of the Board of Directors shall be final.

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

**3.6 Reinstatement.** A member suspended due to resignation from the Academy may be reinstated upon becoming a member in good standing of a member Society and payment of all dues and monetary obligations due the Academy.

- A member suspended due to nonpayment of dues or other monetary obligations shall be reinstated upon payment to the Academy.
- A member suspended or expelled from the Academy for cause may be reinstated upon written application to the President of the Academy, review and recommendation for reinstatement by a majority vote of the membership of the Bylaws and Ethics Committee, and approved by a majority vote of the Board of Directors.

## **Article 4. Officers**

**4.1 Officers.** The officers of the Academy shall be the President, President-Elect, Immediate Past President, Secretary, Treasurer, and two Members-at-Large. All officers shall be Fellows in the Academy.

**4.2 The President** shall be the chief executive officer of the Academy and shall be responsible for the management of its operation. The President shall supervise the administration of the Academy, including the implementation of policies adopted by the Board of Directors and the House of Delegates. The President is not eligible for a consecutive term.

**4.3 The President-Elect** shall succeed to the office of President upon expiration of the President's term. The President-Elect shall chair the Finance and the Conference Committee and perform other duties as directed by the President.

**4.4 The Secretary** shall record the minutes of meetings of the Academy; serve as custodian of the Constitution and Bylaws, records and files of the Academy; notify the respective Boards of meetings; and perform other duties as directed by the President.

**4.5 The Treasurer** shall assume responsibility for the financial affairs of the Academy, receive and maintain receipts including dues, make necessary disbursements for duly authorized purposes, serve as a member of the Finance Committee, make recommendation concerning the Academy's financial affairs to the President, and perform other duties as directed by the President.

**4.6 The Immediate Past President** shall chair the Board of Elections and the Bylaws and Ethics Committee, and perform other duties as directed by the President.

**4.7 The Member-at-Large for Member Affairs** shall perform duties directly related to the Academy membership, shall act as an advocate for the membership, and shall be the point of Board contact with most of the membership, and perform other duties as assigned by the President.

**4.8 The Member-at-Large for Conferences & Communications** shall perform duties related to various Academy publications and to the functioning of the House of Delegates, shall be a member of the Conference Committee, and perform other duties as assigned by the President.

**4.9 Vacancies.** In the event of the absence, death or resignation of the President, the President-Elect shall become President and assume responsibility for the functions of the President. If the office of President-Elect becomes vacant, the House of Delegates shall elect a successor. If any other elective office becomes vacant, the Board of Directors shall elect an eligible member to fill the office for the unexpired term. Service in an office for an unexpired term does not make that officer ineligible for nomination or election to an office.

**4.10 Removal of an Officer.** Any officer of the Academy may be removed from office for cause, that is, misconduct or neglect of duty in office. The procedure to be followed shall be outlined in the Standard Operating Procedures under the section covering the "Responsibilities & Restrictions of the Board of Directors, Removal of an Officer.

## **Article 5. Procedure**

**5.1 Attendance at Meetings.** Every member is entitled to attend all meetings of the Academy.

**5.2 Voting Rights.** All members of the House of Delegates are entitled to vote in person upon all questions brought before duly called meetings of the Academy, and/or by mail for the election of officers, on proposed amendments to the Constitution and Bylaws, on proposed resolutions of the membership or on the code of professional ethics.

**5.3 Residence for Voting Purposes.** A member may vote only from one Society affiliation.

## **Article 6. Academy Meetings**

**6.1 Annual Meetings.** The Academy shall hold at least one meeting each Academy year at a time and place prescribed by the Board of Directors. Notice of the meeting shall be given to members of the Academy at least three months prior to the meeting.

**6.2 Other Meetings.** In addition to the annual meeting, the Academy may hold such meetings, including special meetings, as the Board of Directors may prescribe.

## **Article 7. The House of Delegates**

**7.1 House of Delegates.** The governing body of the Academy is the House of Delegates. Only Academy Fellows may serve as Delegates.

**7.2 Powers and Function.** The House of Delegates governs the Academy with all powers necessary to perform this function. It may adopt rules consistent with the Constitution and Bylaws. It is the judge of the election and of the qualifications of its members.

**7.3 Composition.** The House of Delegates shall be composed of three Delegates from each Society, all current Academy officers, and the four preceding past presidents.

**7.4 Society Delegates.** Delegates shall be Fellows in good standing of the Academy and shall be selected by Academy members of their Societies. A Society Delegate elected as a member of the Board of Directors ceases to be a Society Delegate at the beginning of the term as officer of the Board of Directors. In such event, a Society Delegate will be appointed to complete the unexpired term in accordance with the individual Society bylaws.

**7.5 Certification of Delegates.** The term of the House of Delegates shall start at the beginning of the annual Academy conference and end at the beginning of the next year's annual conference. Each Society shall certify to the Board of Directors the names and addresses of its delegates by the start of the meeting of the House of Delegates or at such other times that a Society may amend the names of its delegates in accordance with its own bylaws. The Treasurer shall certify that all members of the House of Delegates have paid their current dues.

**7.6 Meetings of the House.** The House of Delegates shall meet during the annual meeting of the Academy and at such other times and places as the Board of Directors may prescribe. Each Delegate has one vote. A quorum shall consist of seated Delegates from at least half the current member Societies of the Academy and four (4) members of the Board of Directors.

## **Article 8. The Board of Directors**

**8.1 Powers and Functions.** Between meetings of the House of Delegates, the Board of Directors may perform, consistent with any action taken by the House, the functions that the House itself might perform. The Board shall develop methods and specify plans for making the Academy and its activities useful to its members in their professional work.

**8.2 Composition.** The Board of Directors shall be composed of the President, the President-Elect, the Immediate Past President, the Secretary, the Treasurer, and the Members-at-Large.

**8.3 Election and Term.** The following method of election and terms shall apply:

The President-Elect, Secretary, Treasurer, and two Members-at-Large shall be elected by vote of the House of Delegates from the slate of nominees presented by the Board of Elections. When possible, the slate should include a minimum of two names per office. The AACPM President and President-Elect shall serve for one year, beginning January 1 and ending December 31 of the same year. The AACPM Secretary shall serve two consecutive years. Effective in 1998, the term of the AACPM Treasurer shall be two years. The Secretary is elected in odd numbered years and the Treasurer is elected in even numbered years. Effective in 2000, the AACPM President shall nominate two Members-at-Large from different Societies to serve through 2001. These nominees must be approved by the Board of Directors prior to taking office. Beginning in 2002, the Members-at-Large shall be elected by vote of the House of Delegates with one serving a one-year term and one serving a two-year term. Thereafter, one Member-at-Large shall be elected in odd-numbered years and the other Member-at-Large shall be elected in even-numbered years. Members-at-Large cannot be from the same Society.

**8.4 Meeting of the Board.** The Board of Directors shall meet immediately before the House of Delegates convenes at the annual meeting and at least one other time each Academy year. Special meetings of the Board may be held on call of the President, or at the request of three (3) or more members of the Board. Four (4) members of the Board constitute a quorum.

## **Article 9. Committees**

**9.1 Board of Elections.** This is an empowered Board selected annually by the Board of Directors. The Board of Elections shall consist of the Immediate Past President and two other Academy Fellows who are not members of the Board of Directors. The Immediate Past President shall chair the Board. The Board of Elections shall conduct nominations, elections, and all referenda.

**9.2 Bylaws and Ethics Committee.** The Bylaws and Ethics Committee shall consist of six Academy Fellows from different Societies appointed by the respective Society and the Immediate Past President. The Immediate Past President shall chair the committee. The Bylaws and Ethics Committee shall be responsible for proposing changes or amendments to the Constitution and Bylaws of the Academy and the Code of Ethics.

**9.3 Finance Committee.** The Finance Committee shall consist of the President-Elect, the Treasurer, and one Fellow designated by the Board. The President-Elect shall chair the committee. The Finance Committee shall prepare the Academy's Annual Budget for review, modification if necessary, and adoption at the annual meeting of the Academy. The Committee shall be responsible for insuring an annual audit of the financial records of the Academy be conducted by a Certified Public Accountant (CPA), approved by the Board, and shall oversee implementation of financial recommendations approved by the House of Delegates or the Board.

**9.4 Henning Award Committee.** This is an empowered committee consisting of the last Henning Award Winner and one Fellow from each of four (4) additional member Societies selected by the Chair of the Committee with approval of the Board. The Chair of the Committee shall be the last Henning Award Winner. The Henning Award Committee shall

select on an annual basis the Henning Award recipient and shall coordinate the presentation of the award at the Academy's annual meeting.

**9.5 Publications Committee.** The Publications Committee shall be chaired by a Board-appointed Fellow and shall consist of the Secretary and other members approved by the Board. The purpose of the committee will be to review Academy publications to ensure that they represent the national view and to oversee the publication of the Academy newsletters in accordance with current Academy standards found in the Standard Operating Procedures.

**9.6 Scholarship Committee.** This is an empowered committee responsible for administering the scholarship application process and selecting the scholarship recipient. The Scholarship Committee shall be composed of three members from different Societies appointed by the President. Appointments by the President shall be governed by guidelines approved by the House of Delegates.

**9.7 Conference Committee.** This committee is chaired by the President-Elect and is responsible for planning, coordinating and administering the Annual Academy Conference. The Conference Committee shall be composed of the President-Elect, representatives from the Host Society and other American Academy members as designated by the chair.

**9.8 Committees of the Board.** The Board of Directors may establish such committees as it considers desirable to carry out its function.

## **Article 10. Dues and Assessments**

**10.1 Dues and Fees.** The House of Delegates shall determine the annual dues and assessment fee. Dues and assessments are payable on or before the first day of the calendar year for the upcoming year. By 2003 all CPM Societies must submit dues for all fully certified CPMs among their membership. Societies not requiring AACPM membership at present may stage this requirement with Academy dues for 33% of CPMs who are society members submitted in 2001, 66% in 2002, and 100% in 2003.

**10.2 Academy Year.** For the purpose of annual dues and assessments, the Academy year is established as the annual membership period. A delinquent fee as determined by the House of Delegates may be assessed to member Societies who do not remit dues or assessments in a timely manner.

**10.3 Honorary Membership.** Honorary Fellows do not pay dues.

## **Article 11. Constitution and Bylaws**

**11.1 Adoption and Amendment.** The House of Delegates shall adopt a Constitution and Bylaws consistent with the purpose of the Academy. The Constitution and Bylaws may be amended at any annual meeting by a majority of voting delegates. Not later than two months before the annual meeting, any proposed amendments shall be filed with the Secretary. Thirty (30) days notice of any proposed Bylaws change shall be given to members of the House of Delegates. Unless otherwise prohibited, an amendment is effective upon adjournment of the meeting at which it is adopted.

**11.2 Correction.** Upon adoption of an amendment to the Bylaws, the Secretary may correct punctuation, grammar, or numbering where appropriate in the Bylaws, if the correction does not change the meaning.

## **Article 12. Rules of Order**

**12.1** All questions of procedures not covered by the Academy's Constitution and Bylaws shall be determined in accordance with "Robert's Rules of Order Newly Revised".