

## ARTICLE I - PURPOSE

### Section 1 – Purpose

There exists with the State of Colorado a group of persons responsible for the various management and related functions of State Government. Their activities can be improved by a common association to be called the "Colorado State Managers' Association."

### Section 2 – Goal

To improve the quality of Colorado State Government for the benefit of the citizens of Colorado within the field of State management.

### Section 3 – Objectives

The Association shall have the following objectives:

- A. To unite professional managers in government service for constructive endeavors.
- B. To foster improvement in management in Colorado government through:
  1. Promoting appropriate utilization of management methods and techniques to improve management control and accountability to the public.
  2. Furthering the observance of professional standards and criteria in the accomplishments of management activities.
- C. To contribute to the improvement of education in the field of government management.
- D. To encourage improvement of service to the public.
- E. To improve communication between various disciplines of managers.
- F. To provide a forum for concrete discussion of management issues.
- G. To enlighten members on new developments in management and administration.
- H. To provide an organization directed to the needs of managers throughout the State.

- I. To improve communication among managers in the three branches of government.

### Section 4 – Activities

In order to further its objectives, the Association will hold technical and general meetings, seminars, symposia, and other group discussions.

## ARTICLE II – MEMBERSHIP

### Section 1 – Classes of Membership

There shall be two classes, full and associate membership:

- A. Full Membership – Membership will be open to State employees in management positions interested in working toward the good of the organization.
- B. Associate Membership – Retired State employees and persons outside State service meeting the criteria established by the Governing Board, wishing to work toward the goals and objectives of the Association.

### Section 2 – Membership

- A. The application of any proposed member shall be submitted to the Secretary.
- B. To maintain membership, prescribed dues must be paid by August 1st of each year.
- C. The Secretary shall maintain a list of active members.

## ARTICLE III – VOTING

The Governing Board shall decide the kinds of issues which shall be voted upon by the membership and shall prescribe the methods and procedures by which notes shall be taken.

## ARTICLE IV – MEETINGS

### Section 1 – Meetings of Members

- A. Meetings of members to advance the purposes and objectives of the Association shall be held on such date and at such time and place as may be designated by the President.

B. Ten percent (10%) of the full membership shall constitute a quorum for the transaction of official business.

## Section 2 – Meeting Procedure

In transacting official business, the rules of parliamentary procedure contained in Robert's Rules of Order shall govern all meetings of the Association unless amended by the Association at any meeting.

# ARTICLE V – GOVERNING BOARD AND OFFICERS

## Section 1 – Governing Board

Within the Executive Branch, each Department of State Government shall be entitled to a representative to serve on the Governing Board of the Association. For the purposes of representation on the Governing Board, the Legislative and Judicial Branches and the Governor's Office shall each be considered a Department.

The first Governing Board shall be selected by the organizing committee and members shall be designated for a one-year term. To assure that one-half of the board members are elected annually, in the following year, board members shall be nominated by the Governing Board and approved by the membership, and members elected for one or two-year terms. Subsequently, Association members of each department shall identify a representative process for designating the board representative from their respective departments and shall recommend a departmental representative to the Governing Board by June 1 of every other year (see endnote). The names of the new representatives to the Board of Governors will be published in the first issue of *Leaders' Digest* following appointment. The Board of Governors shall present departmental designees to the full membership for confirmation by majority vote in the first full meeting of the association. The term of office shall be two years and shall begin on July 1 and shall end on June 30. Governing Board members may succeed themselves.

The Board reserves the right to review and modify the composition of the Governing Board based on gubernatorial or legislative reorganization of departments, but in no event shall the term of a confirmed board member be shortened by such a modification.

The Governing Board shall be responsible for setting the direction and policy of the organization, electing the officers of the organization, making decisions on what committees shall exist, and, generally, performing other appropriate functions needed for the overall management, organization, and direction of the

Association. In the absence of policy statements or directives adopted by the membership or in support of such policy statements or directives, the Governing Board is specifically authorized to make public policy statements on behalf of the Association. In no case, however, shall a public position be taken in the name of the Colorado State Managers' Association without the concurrence of two-thirds of the Governing Board.

## Section 2 – Association Officers

The officers of the Association shall be the President, Vice President, Secretary, and Treasurer, who shall be elected by the Governing Board. The officers shall be elected for terms of one year, and may succeed themselves for one additional term in the same office, beginning July 1 of each year. No more than one individual from any one department may serve as an officer during the same fiscal year.

In the event an officer, for any reason, is unable to serve out his term, the Governing Board shall appoint a replacement to serve for the balance of the unexpired term.

## Section 3 – Powers and Duties of Executive Officers

A. The Association President shall have the duty of presiding at all meetings of the Association and the Governing Board. The President shall call meetings of the Association when deemed necessary or when requested by one-tenth of the membership, and shall convene the Governing Board when appropriate to do so. The President shall appoint the Chairpersons and other members to vacancies on those committees which have been established by the Governing Board. The President shall procure an annual review of the Association's financial statement.

The President shall represent, or, in the event of a conflict of interest, cause the Vice President, or the most senior past president to represent the Association on issues of concern to the Association, as determined by a majority vote of the Governing Board.

B. The Vice President shall assist the President in the execution of his duties.

C. The Secretary shall preside at meetings of the Association in the absence of the President and Vice President, and shall perform administrative and management duties including:

1. Giving due notice of all meetings of the Association.

2. Attending meetings of the Governing Board and the chapter as Secretary and keeping minutes of the proceedings of such meetings.

3. Maintaining a list of active members.

D. The Treasurer shall perform the following duties:

1. Custodianship of all funds of the Association.

2. Receipt and disbursement of such funds.

3. Keeping suitable books of account thereof.

4. Rendering periodic reports thereon.

5. Depositing of funds in a financial institution approved by the Association officers.

#### **ARTICLE VI – NOMINATION, ELECTION AND FILLING OF VACANCIES FOR OFFICERS**

##### **Section 1 – Nominations and Elections**

A. Elections for President, Vice President, Secretary and Treasurer of the Association shall be made by the Governing Board not later than the June meeting of the Governing Board of each year.

B. No persons shall be nominated to serve as an officer unless they are full members in good standing.

#### **ARTICLE VII – DUES**

##### **Section 1 – General**

The annual dues shall be set by the Governing Board. The annual dues period shall begin on July 1 for all members. The fiscal year of the organization shall be July 1 to June 30.

##### **Section 2 – Delinquent Dues and Payments**

Any member who is delinquent in the payment of dues after September 1 shall automatically cease to be a member.

#### **ARTICLE VIII – CONTINGENCY FUND**

A contingency fund will be established and maintained by the Treasurer to cover advance seminar expenses and unexpected losses of the Association. The contingency fund balance will be maintained at an adequate level as determined by the Executive Board to meet the cost of one seminar.

#### **ARTICLE IX – BY-LAW CHANGES**

Any member may petition for a change in the By-Laws. The Governing Board shall forward the proposed changes to the organization if a majority of the Governing Board members approve the changes or if ten percent (10%) of the members approve the changes by signing a petition. When changes are suggested they shall be mailed to the membership and approved if the majority of the ballots returned by the membership vote in favor of the changes.