

Emerald Subchapter Constitution

Article I. NAME: The name of this organization is the Emerald Subchapter (Subchapter III) of the Oregon Chapter of the International Association of Workforce Professionals (I.A.W.P.).

Article II. OBJECTIVE: The objectives of the Emerald Subchapter are:

1. To enhance the individual competence, knowledge, and professionalism of members engaged in all occupations in the field of employment security and related programs.
2. To provide a forum for the exchange of information on employment security programs and their related programs.
3. To support administrators in carrying out programs and to assist in the continued improvement of the administration of programs and services provided by employment security and related systems.
4. To promote public and legislative awareness of the professional services provided by the personnel of employment security and related systems.
5. To provide information to members on proposed legislation and policy matters affecting employment security and related programs.
6. To foster a close working relationship with organizations who have common concerns regarding the improvement of employment security and related programs.
7. To contribute toward the advancement of peace, goodwill, and international understanding through world fellowship among persons engaged in occupations in employment security and related fields.

Article III. MEMBERSHIP: Membership in this Subchapter is automatically extended to those individuals who are members, in good standing, of the International Association and the Oregon Subchapter and whose official work station is in one of the following: Coos Bay, Brookings, Eugene, Springfield.

Article IV. ADMINISTRATIVE STRUCTURE:

Section 1. Subchapter Officers: The officers of this Subchapter consist of the President, Vice-President, Secretary, Treasurer, and Subchapter Representative.

Section 2. Executive Committee: The executive committee consists of the President, Vice-President, Secretary, Treasurer, and Subchapter Representative.

Article V. QUORUM: The members present at any Subchapter general membership meeting shall constitute a quorum for the meeting.

Article VI. AMENDMENTS: All proposed amendments to this Constitution, all proposed

amendments to the Bylaws, and all proposed new Bylaws of this Subchapter will be distributed by mail to all Subchapter members in good standing, not less than two weeks prior to the meeting at which such proposals, will be voted upon. Adoption of any proposed amendment of any proposed new bylaw will require a two-thirds majority of the votes cast thereon at such meeting. Mail votes must be received by the secretary prior to the time of the meeting in order to be counted.

BYLAWS

Article I. MEMBERSHIP: Membership requirements in this Subchapter will be the same as provided for in the Constitution and Bylaws of the Oregon Chapter of I.A.W A member in good standing is one who has fulfilled the obligations imposed by the Subchapter and those dues for the calendar year are paid on or before March 10 of that year, or paid by deduction.

Article II: DUES: The dues for member of this Subchapter will be part of the membership dues assessed for membership in the International Association, which includes membership dues for the International Association, the Oregon Chapter, and the Emerald Subchapter (Subchapter IV).

The total amount of dues for the following calendar year is set by action of the State Executive Committee at its fall meeting held each year. Dues are payable through payroll deduction or in cash or before March 10 of each year.

Article III: DUTIES OF OFFICERS:

Section 1. PRESIDENT: The president will preside at all meetings of the general membership, conduct the business of the Subchapter in accordance with the policies established by the Executive Committee and the general membership and will serve as Chairperson of the Executive Committee. She/he will be an ex officio member of every committee and will appoint committee chairpersons.

The Subchapter President is a member of the State Chapter Executive Committee and will attend the meetings thereof.

Section 2. VICE-PRESIDENT: The Vice President will assist the President as required, and will also serve as Membership Chairperson. She/he will keep the rolls of membership and furnish each Unit Representative and Committee Chairperson, as required, a copy of the membership roll. The Vice-President will be the designated alternate if the President or Subchapter Representative are unable to attend the State Chapter Executive Committee meetings.

Section 3. SECRETARY: As Secretary, She/he will record the proceedings of the meetings of the Subchapter and of the Executive Committee in written official minutes; mail out notices to all subchapter members of the various meetings; carry on, under the supervision of the President, the correspondence of the Subchapter and maintain the necessary files; bring to every meeting a minutes book, a copy of the Constitution and

Bylaws and all other necessary papers; and perform other duties as the office may require.

Section 4. TREASURER: As Treasurer, she/he will have custody of all funds of the subchapter and keep a full and accurate account of all receipts and disbursements, maintaining a checking and savings accounts in the name of the Subchapter, disburse the funds of the Subchapter at the direction of the President, subject to the approval of the Executive Committee; and perform such other duties as the office may require.

Section 5. SUBCHAPTER REPRESENTATIVE: This representative will promote professional meetings in the Subchapter as to aid in attaining the objectives of I.A.W.P., assist the State Legislative Committee. The Subchapter Representative is a member of the State Chapter Executive Committee and she/he (or the alternate) will attend the meetings thereof.

Article IV TERMS OF OFFICERS:

Sections 1. SUBCHAPTER OFFICERS: The term of office of the President, Vice-President, Secretary, and Treasurer will be one year. The Subchapter Representative will serve for a period of two years, being elected on odd-numbered years. All officers and representatives will assume duties at the time of installation at the State Convention.

Section 2. VACANCY IN OFFICE: Should the office of President become vacant, the Vice-President will serve as President until the next scheduled election. Should the office of the Vice-President become Vacant, the Executive Committee will appoint a successor from among the members of the Subchapter. Such appointee will serve in that capacity until the next scheduled election.

Article V. PARLIAMENT PROCEDURES: Order of Business at Subchapter and Executive Board Meetings:

1. Call to order.
2. Roll call or determination of quorum.
3. Reading of minutes.
4. Treasurer's report.
5. Communications and announcements.
6. Reports from officers and committees.
7. Unfinished business.
8. Installation of officers.
9. New business, constitutional amendments, Bylaws.
10. Suggestions for the good of the Subchapter
11. Adjournment

Robert's "Rules of Order, Revised" will govern this Subchapter in its meetings in all cases wherein they do not conflict with the Constitution and/or Bylaws for the Subchapter, or with any set of rules adopted by the Subchapter body at a subsequent date.

Revised: 2/27/2009