

SACRAMENTO VALLEY CHAPTER OF THE APA

**The Sac Valley Chapter of  
The American Payroll Association Constitution**  
Revised 2-14-07

ARTICLE I – NAME

Section 1: The name of this organization shall be the SACRAMENTO VALLEY  
CHAPTER OF  
THE AMERICAN PAYROLL ASSOCIATION (APA).

ARTICLE II – PURPOSE

Section 1: The purpose of this organization is to provide a forum to exchange or provide  
information and experiences in the payroll environment for the benefit of it's  
Members.

ARTICLE III – MEMBERSHIP AND DUES

Section 1: A member shall be a person actively engaged in, or closely related to the  
Payroll, Human Resource or Information Technology functions within his/her  
organization

Section 2: Membership is open to any individual from any organization that wishes to  
participate

And contribute in accordance with Article III, Section 3 and Section 5.

Section 3: It is a condition of membership that members are expected to share their  
knowledge and  
experiences and to make a positive contribution to the association.

Section 4: New members are encouraged to complete the American Payroll Association  
National Membership Application that will be provided.

Section 5: a. Annual dues shall be established by the majority vote of the chapter board  
members.

Dues shall be payable immediately upon enrollment as a member of the organization. Dues

shall be assessed for each participating member except for board members.  
Board member dues are waived each year they serve volunteering on the board.  
Dues expire at the end of December of each year. Renewal notices will be sent to members no later than January 1 of each year.

The membership dues are payable by January 31<sup>st</sup> of each year.

- f. If a member joins between January and June they will pay the full year membership dues. If a member joins between July and December they will pay 50 percent of the full year membership dues.

#### ARTICLE IV – OFFICERS

Section 1: The officers of the Local APA Chapter shall be a President, Vice President, Secretary, and Treasurer.

The committee chairs of the Local APA Chapter shall be a Government Liaison, Membership, Historian, Publicity and Hospitality. The committee chairs shall be designated by the Officers of the chapter.

The Officers and Committee chairs make up the Chapter Board. All Chapter Board members shall have voting rights at the Chapter Board meetings.

Section 2: Duties of the officers shall be as follows:

- a. The President shall lead, plan and direct activities of the Local APA Chapter, conduct and preside over meetings and conferences and periodically working committees which will perform assigned talks. The President shall be an ex-officio member of all committees and have dual custody of the Treasury.
- b. The Vice President shall be responsible for identifying topics for meetings and securing speakers for the Chapter's monthly meetings. The Vice President shall assume Presidential responsibilities in the event of the President's absences or the inability for the President to complete the term of office. Should this event occur, a new Vice President shall be elected.
- c. The Secretary shall be responsible for recording minutes, resolutions, votes and

other pertinent issues and to permanently safeguard and maintain those records. The

Secretary shall also assist the President in all administrative functions and fulfill

Presidential and Vice President responsibilities in the event of their absence.

d. The Treasurer shall be responsible for collecting dues and other receivables, paying

bills, and the respective financial record keeping. The Treasurer shall also assist the President and/or the Secretary in all administrative functions and fulfill Presidential responsibilities in the even of the President's, Vice President's and Secretary's absence.

Duties of the committee chairpersons shall be as follows:

The Government Liaison chair shall serve as liaison with National APA, provide state and Federal government compliance updates to chapter members. Updates may be submitted to the Publicity Chair to publish in a monthly newsletter.

The Membership chair shall be responsible to promote the chapter National APA members that are locally and to the local business community. Inquires from potential members shall be directed to the Membership chair. The Membership chair shall be responsible for maintaining the membership roster and email distribution list.

The Historian chair shall be the Chapter event record keeper of chapter bulletins, newsletters and photographs. The Historian shall take pictures as chapter meetings and events. The Historian will pull together material required to enter National APA contests.

The Publicity chair shall be responsible for Chapter communications including the Chapter newsletter and website. The Publicity Chair shall be responsible for informing members about upcoming Chapter meetings and events.

The Hospitality/Community Service Liaison chair shall be responsible for **securing** meeting locations, arranging for the food, maintaining RSVP list for meetings and making guests feel welcome at meetings.

Section 3: The term of office for all officers shall be as follows:

President – Two-year term

Vice President – Two-year term

Secretary – Two-Year Term

Treasurer – Two- year term

Term of office begins January 1 and expires December 31. For February 2007

elections President and Secretary will be a one-year term expiring on 12-31-07 and Vice-President and Treasurer will be a two-year term expiring on 12-31-08. In December 2007 elections will be held for President and Secretary and it will begin the two-year term. This is to ensure that 2 officers remain on the board for consistency and training of new board members.

Section 4: In the event an Officer cannot fulfill the duties as specified in the Chapter bylaws, he or she shall be removed from serving by majority vote of Chapter Officers and Committee Chairs.

Section 5: a. If the President leaves office in the first year of term, the Vice President shall complete the term of office. A new Vice President shall be elected by a majority vote of Chapter members at the next meeting or within 60 days.

b. Other Officer or Committee Chair vacancies shall be filled by majority vote of Chapter Officers and Committee members.

#### ARTICLE V – VOTING

Section 1: On all voting matters, there is to be one (1) vote per paid APA local chapter member.

Section 2: Voting is by simple majority of members present except as noted in Article IV, Section 4 and in Article VII, Section 1. A quorum will not be required.

Section 3: The President shall not vote unless it becomes necessary to break a tie vote.

Section 4: Members must be in attendance at the meeting to vote, or vote on-line on a designated date as instructed by the Chapter Board.

#### ARTICLE VI – MEETINGS

Section 1: Meetings to be held in February, April, June, August, October and December.

Section 2: A calendar of topics and locations for meetings will be established and presented to members on a regular basis.

Section 3: Meetings of this chapter shall be conducted in accordance with Roberts Rules of Order except where superseded by other articles within this constitution.

ARTICLE VII – AMENDMENTS

Section 1: This constitution may be mended after notice of the proposed action to all members, by a majority vote of the paid APA local chapter members.

I certify that:

I am the Secretary of the Sacramento Chapter of the APA.

The attached amendment to the bylaws are the bylaws of the Chapter approved by the Chapter members entitled to vote on \_\_\_\_\_ (at a meeting duly held)

Date: \_\_\_\_\_

\_\_\_\_\_  
Sharon Lewis, CPP  
Secretary

