



# BYLAWS

## OHIO CERTIFIED PUBLIC MANAGER® SOCIETY

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### ARTICLE I

#### **Name and Title**

1. The name and title of this organization shall be known as the Ohio Certified Public Manager® Society (hereafter referred to as Ohio CPM Society or the Society).
2. The purpose of the Society shall be to promote excellence in professional management for Ohio Government at all levels.

#### **ARTICLE II – Vision, Mission, and Goals**

Vision Statement: We will continue to enhance the skills, values, integrity and commitment of Ohio's Certified Public Managers® (CPM) in providing exemplary services to Ohio's citizens

Mission Statement: The mission of the Ohio CPM Society is to improve Ohio's governments by fostering the core values of servant leadership, continuous learning and professionalism

#### Goals

1. To promote development and improvement of the Ohio Certified Public Manager® Training Program
2. To improve communication, cooperation, and coordination among all governmental agencies on all levels
3. To provide opportunities for professional growth of Certified Public Managers® and their management colleagues
4. To promote the development of managers by promoting the Ohio CPM Training Program
5. To become accepted as a resource to Ohio Government at all levels
6. To promote efficiency and productivity in Ohio Government at all levels
7. To promote a standard of behavior which demonstrates a high level of ethical responsibility in the performance of official duties and that responsibility shall be set forth in the Society Canons of Professional Responsibility



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### ARTICLE III

#### **Section A. Eligibility for Active Membership:**

Membership of this Society will be composed of persons who are Certified Public Managers® (CPM) or CPM students, honorary or affiliate members.

#### **Section B. Categories of Membership:**

1. FELLOW members of the Society shall be CPM graduates, who have made application, been accepted, and are current in their dues.
2. ASSOCIATE members of the Society shall be CPM students who have made application, and have been accepted.
3. HONORARY members are persons designated by the Board who exemplify the objectives and have made a significant contribution to the program and/or Society. Honorary members shall enjoy all the rights and privileges of the Society except voting on any business of the Society.
4. AFFILIATE members of the Society shall be faculty, staff, contractors, and consultants who have made application, and have been accepted.

#### **Section C. Rights and Privileges of Membership:**

All members of the Society shall be entitled to attend all meetings; however, only those holding FELLOW, ASSOCIATE, and OR AFFILIATE may vote in regards to Society business.

### ARTICLE IV

Annual dues shall be assessed in an amount recommended by the Board and approved by a majority of the membership through means adopted by the Board (such as electronic mail). . Any change in the amount of dues shall be effective on January 1 of the next calendar year. Membership is valid for one calendar year from January 1 through December 31.

In the event of dissolution, all residual assets of the organization shall be distributed to a recognized charity as approved by the majority of the Board of Directors.



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## ARTICLE V

### Board of Directors

**Section A.** The board of Directors shall consist of the following members:

- (a) Officers of the Society
- (b) Ohio Certified Public Manager® Program Director
- (c) Committee Chairs
- (d) At- Large

**Section B.** The President of the Society shall serve as Chair of the Board of Directors.

**Section C.** A quorum for the Board of Directors shall consist of the one-third of the members of the Board.

**Section D.** The Board of Directors shall meet at least quarterly.

**Section E.** The Board of Directors shall have the power to act for the Society. A report of the actions taken by the Board of Directors shall be given at meetings of the Society or the Annual Meeting. The Society shall have the power to change Board action should it become necessary. A majority vote of the Society members present at the Society meeting is needed to change any action of the Board of Directors.

Fellows of the Society shall be entitled to only one vote. No voting by proxy shall be allowed.

### Officers

The officers of this organization shall be the President, the President-Elect, the Immediate Past President, Secretary and Treasurer. In addition, all Officers of the Society shall be members of the Society, or shall join as soon as they are eligible to do so.

1. The officers shall be elected or in a manner approved by the Board of Directors
  - The President of the Society shall appoint an Election Committee Chair.



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2. Terms of office shall begin following their election beginning January 1 or until their successors are installed as follows:
- President-Elect shall be elected each year. The first year is served as President-Elect, the second year as President, and third as Immediate-Past President
  - Secretary shall be elected each year ending with an even number, serving two (2) calendar years
  - Treasurer shall be elected in each year ending with an odd number, serving two (2) calendar years

All vacancies in elective offices, except the office of President, shall be filled by appointment of the President, with the approval of the remaining officers, for the unexpired part of the term. In the event of a vacancy in the office of the President, the President-Elect shall become President for the unexpired term.

### **Board Committees**

#### **Section F.**

- Member Services Committee Chair shall be appointed in each year ending with an odd number, serving two (2) calendar years
- Public Relations Committee Chair shall be appointed each year ending with an even number, serving two (2) calendar years
- Conference Committee Chair shall be appointed to serve one (1) calendar year

The committee chairs that sit on the Board shall build their committees with succession planning in mind and provide advice and action on issues coming before the Board of Directors.

#### **Member Services Committee:**

The Chair of the Member Services Committee shall be appointed and shall appoint members of the committee. The Member Services Committee shall keep a list of all members of the Society showing their names, current addresses, employing agency, date of receipt of certification or designation, and status of membership, and coordinate Society activities

#### **The Public Relations Committee:**

The Chair of the Public Relations Committee shall be appointed and shall appoint members to the committee and shall assure that appropriate candidates for membership are invited to join the Society and that guests are made welcome. The committee shall also be responsible for the



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public relations of the Society, to include editing the Society newsletter and maintaining the Society's web page.

### **The Conference Committee:**

The Chair of the Conference Committee shall be appointed and shall appoint members and shall be responsible for planning, organizing, and executing the annual conference of the Society, with the approval of the Board of Directors. This may include the recommendation to the Board of Directors of a consultant to plan the annual conference and coordinating the activities of said consultant.

### **At-Large Position**

The At-Large position is at the discretion of the President to serve at the pleasure of the President in the capacity as needed.

### **Public Management Liaison:**

The Ohio CPM Program Manager shall serve as the Liaison to the Ohio CPM Society. The Liaison shall work with the Society to implement the Vision, Mission and Goals of the Society as specified in these Bylaws.

The CPM program manager strives to maintain an effective partnership between the program and the society as an ex officio (non-voting) board member.

## **ARTICLE VI**

### **Meetings**

The President of the Society shall call an annual meeting of the entire membership each calendar year to give the annual report of officers and standing committees, the elections results, and any other items of business deemed appropriate.



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### ARTICLE VII

#### **Section A. – Special Committees and Their Functions:**

The following standing committees of the Society shall be maintained as needed:

- a. Election Committee**
- b. Bylaw Committee**
- c. Scholarship Committee**
- d. Other committees as assigned by the President**

#### **Section B. – Committee Functions**

##### **The Election Committee:**

The Chair of the Election Committee shall be appointed by the President. Each year the committee Chairperson shall solicit active Society members to volunteer to sit on the committee. No candidate for office may service on the Election Committee.

##### **The Bylaw Committee:**

The Chair of the Bylaws Committee shall be appointed by the President; the Chair may appoint members. The Bylaw Committee shall be responsible for reviewing the Bylaws each year and proposing changes that are in the best interests of the Society. They are also responsible for reviewing Chapter Bylaws which are newly submitted or revised and making recommendations to the Board. The Chair will be responsible for the Board and Society's adherence to the bylaws and in maintaining the Society's Trademark/Affiliation agreement renewed annually with the National CPM Consortium.

#### **Section C. - SPECIAL COMMITTEES:**

Any board member may request that the Board establish special committees for specific purposes and for limited periods of time. The President shall appoint the Chair of special committees, and the Chair shall appoint members.



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### **ARTICLE VIII**

#### **Section A. - THE CANONS OF PROFESSIONAL RESPONSIBILITY:**

1. The Canons of Professional Responsibility represent standards of conduct appropriate to persons employed in public service, particularly to public managers. Each Canon addresses an area of concern dealing either with the responsibility to refrain from actions not deemed to be ethical or the positive responsibility to undertake actions deemed to be beneficial to public servants, to the employing agency, or to the people of Ohio. Each Canon may be expanded to designate specific prohibited activities or to advise the membership of activities beneficial to the organization, the employing agency, or the people for whom Public service is performed.
2. The Canons may be adopted or changed in the manner provided for the amendment of the Bylaws of the Society.

#### **Section B. - SPECIAL COMMITTEE FOR PROFESSIONAL RESPONSIBILITY:**

1. As a body to hear complaints for cause, the Special Committee for Professional Responsibility shall be constituted as hereafter prescribed.
2. As a body to consider and recommend amendments to the Canons of Professional Responsibility, the Committee shall be constituted in the same manner as other Special Committees.

#### **Section C. - SPECIAL COMMITTEE FOR PROFESSIONAL RESPONSIBILITY:**

1. Should any active member or any person who has applied for membership fail to demonstrate a high level of ethical responsibility in the performance of official duties, there shall be deemed cause to deny membership, to terminate membership, or to take other actions authorized by these Bylaws.
2. Any active member having convincing reason to believe that cause exists to deny or to terminate membership or to take other actions authorized by these Bylaws shall so advise the President of the Society in writing. The written notice shall include a detailed summary of actions giving rise to the complaint and shall recommend action being taken. The President shall notify the member or the person who has applied for membership and provide a copy of the written complaint. Should the President be the subject of a complaint, the President-Elect shall exercise the powers of the President as set forth in this Article.



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3. The person against whom a complaint for cause is lodged may elect to have the complaint heard by either of the following: the Board of Directors sitting as a special committee, or a special committee of three active members selected by the President and three Active Members selected by the person against whom a complaint for cause has been lodged.
4. The Committee shall be chaired by the President or as the President shall determine.
5. A majority of either committee shall be sufficient to deny membership, to terminate membership, or to recommend to the Board other appropriate actions provided that termination shall not become effective until the person cited accepts the decision of the special committee, or fails to request, in writing and within thirty days, a hearing before the general membership.
6. If the person cited requests a hearing before the general membership, that person shall present his or her argument to the membership. The membership shall vote. A majority of members present and voting shall be sufficient to uphold the action of the special committee.
7. A person denied membership may re-apply not sooner than six months after membership has been denied. A member whose membership has been terminated may apply for reinstatement not sooner than twelve months after membership has been terminated.
8. An active member against whom a complaint for cause has been lodged may, at the direction of the committee hearing the complaint, receive any or all of the following in lieu of termination of membership.
  - a. Suspension of voting rights for a period not to exceed six months.
  - b. Suspension of all privileges of membership for a period not to exceed six months.
  - c. Removal from elective office in the Society.

### ARTICLE IX

#### **Rules of Order:**

Deliberations of the Society shall be governed by parliamentary usage as set forth in Roberts' Rules of Order when those rules are not in conflict with these Bylaws.

### ARTICLE X

#### **Section A. Amendment of Bylaws:**

These Bylaws may be amended by a vote of the majority of the voting members by means as determined by the Board, provided the proposed amendment is issued to the Fellows of the Society, by reasonable notice prior to the meeting.

*Ohio CPM Society Bylaws*





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### **Section B. Corrections of Bylaws:**

Corrections in spelling, punctuation, format, and other changes which do not alter the meaning of these Bylaws may be approved by the Board of Directors.

### **Section C. Effective Date of Bylaws:**

- Effective Spring 2000
- First Revision May 2002
- Second Revision May 2003
- Third Revision September 2006
- Fourth Revision November 2010
- Fifth Revision February 2013
- Sixth Revision April 2015
- Seventh Revision May 2016



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### CANONS OF PROFESSIONAL RESPONSIBILITY

I am a Public Servant employed by the people of Ohio; to that employer I owe my primary professional responsibility.

I will not use my position for personal gain nor for my private interest.

I will conduct myself, in the performance of my official duties, in such manner as to bring respect to public servants and credit to the Ohio Certified Public Manager® Society.

I will perform the duties, which I am charged to perform to the best of my ability and in the most effective, efficient, and expeditious manner possible.

I acknowledge responsibility to my employing agency; I will do my best to assure that my employing agency achieves its goals and meets its legal responsibilities.

I acknowledge responsibility to the people under my supervision. I will assure, so far as I am able to do so, that they are treated with respect, that their work is made rewarding, and that personnel actions which I take or which I recommend will be based solely upon objective appraisal of relevant, work-related criteria and relative merit.

I occupy a position of public trust; to remain worthy of that trust, I will continue to study principles of public management, and to improve my skills for the benefit both of the people that I supervise and the people of the state who are my employers.

**The Canons of Professional Responsibility were adopted on May 3, 2000.**