

## **BYLAWS**

*Rev. June 2010*

### **PERSONNEL TESTING COUNCIL OF NORTHERN CALIFORNIA**

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#### **ARTICLE I: NAME**

The name of this association shall be the Personnel Testing Council of Northern, hereinafter referred to as PTC/NC.

#### **ARTICLE II: PURPOSE AND GOALS**

##### *A. Purpose*

The Personnel Testing Council of Northern California is a non-profit professional association dedicated to educational purposes.

##### *B. Goals*

The primary goals of PTC/NC are as follows:

1. Provide a means of exchanging ideas, information, and resources in the general field of personnel assessment in the public and private sectors. Activities shall focus on, but not be limited to, methods of recruiting, testing and placement, job performance, assessment research, and legal considerations.
2. Expand the knowledge and technical expertise in the areas of personnel selection and evaluation.
3. Promote the understanding and use of merit principles and equal employment opportunity.

#### **ARTICLE III: MEMBERSHIP AND DUES**

##### *A. Membership*

Upon meeting the terms and conditions of the Bylaws, membership in PTC/NC is open to any individual interested in furthering the purposes of PTC/NC without regard to race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation. Application for membership shall be made to the Secretary for processing.

Dues paying members in good standing shall have the right to:

1. Nominate members for elected office
2. Vote for officers and members of the Board of Directors
3. Hold an elected office
4. Vote on any matter brought before the PTC/NC membership
5. Receive all services of PTC/NC

B. *Dues*

The amount of annual dues shall be established by the Board of Directors. Membership dues shall be due and payable during the first month of the calendar year or within one month of membership application to the Council. Membership dues become the property of PTC/NC, are non-refundable, and will be used for activities consistent with the purposes of PTC/NC. The Board of Directors shall, at its discretion, establish a dues structure for persons who join the Council during the calendar year. Regardless of whether dues are paid by an individual or an employer, memberships in PTC/NC are on an individual basis and are non-transferable. The Board of Directors is empowered to establish agency memberships, at its discretion.

Dues shall be paid to the Treasurer, who will submit the names of members to the Secretary upon receipt of the dues.

**ARTICLE IV: MEETINGS**

Normally, PTC/NC shall meet monthly, January through December for a program of interest to members. Meetings will be held in the San Francisco Bay Area and the Sacramento Area. The annual schedule and location of meetings shall be established by the President, with the approval of the Board of Directors. All meetings shall be open to guests. Notices of meetings shall be provided to all members at least one week prior to meetings.

The dates of conferences, seminars, and workshops shall be established by the President with the approval of the Board of Directors. Notices of these events shall be provided to all members at least one month prior to such an activity.

**ARTICLE V: BOARD OF DIRECTORS**

All powers of this corporation shall be exercised by or under the authority of, and the business affairs of the corporation shall be controlled by the Board of Directors.

The Board of Directors shall consist of four persons elected for staggered two year terms. In addition, the immediate Past President shall serve a two-year term on the Board of Directors. Terms for the Board of Directors shall begin on July 1.

All members of the Board of Directors must be members in good standing of PTC/NC. Current officers of the Council shall be ex-officio non-voting members of the Board of Directors.

The Board of Directors shall meet at least twice during the year. A quorum shall consist of a majority of all Directors eligible to vote. Matters shall be decided by a majority vote of the Directors present at a Board meeting.

All Board members must annually attend at least three official PTC/NC functions including at least one meeting of the Board of Directors. Failure to meet this standard will result in automatic removal from the Board at the end of the calendar year.

If it is determined that a vacancy or vacancies exist(s) on the Board either due to removal or resignation after the regular election cycle, new member(s) shall be appointed by a majority vote of the remaining Board members.

Individuals so appointed shall serve out the remainder of the term of the person they replaced.

## **ARTICLE VI: OFFICERS**

### A. *Type of Officers*

The officers shall be the President, President-Elect, Vice President - Bay Area, Vice President - Sacramento Area, Secretary, Treasurer, and Communications Officer.

### B. *Eligibility for Office*

To be eligible for office, an individual must be a member of good standing of the Council.

### C. *Term of Office*

The term of office for President, President-Elect, Vice President - Bay Area, Vice President - Sacramento Area, Secretary, Treasurer, and Communications Officer shall be for one year, beginning on July 1 and ending on June 30.

### D. *Election of Officers*

The Board of Directors shall annually establish a schedule for the election of officers which will enable those persons elected to have sufficient lead time to prepare programs and other activities to begin on July 1. This schedule and a call for nominations shall be distributed to all members of the Council.

The election shall be conducted in a manner consistent with the schedule established by the Board of Directors. Elections shall take place by mail ballot. Officers shall be elected by a simple majority vote of the total number of ballots cast. If none of the individual nominated for office receives a majority vote, a run-off election shall be held by mail between the two candidates receiving the highest number of votes.

### E. *Replacement During Term*

If the President vacates the office during the term, the office shall be filled by one of the Vice Presidents, as determined by the Board of Directors.

If the Vice President, the Secretary, Treasurer, or the Communications Officer vacates their office during the term, the President may appoint a current member in good standing for the remainder of the term.

## **ARTICLE VII: DUTIES OF OFFICERS**

### A. *President*

The President shall be responsible for the overall direction of PTC/NC subject to approval by the Board of Directors on certain matters.

The President shall preside at all PTC/NC luncheon and business meetings.

The President shall preside at all Board of Directors meetings.

The President shall be responsible for the formulation of a yearly program plan and budget which shall be submitted to the Board of Directors for their approval prior to July 1.

The President shall be responsible for an annual conference.

The President shall be responsible for the preparation and distribution of a quarterly newsletter.

The President shall annually appoint an audit committee to audit the Treasurer's accounts prior to transfer to a new Treasurer.

The President shall designate such committees as shall be necessary to carry out PTC/NC's purpose and programs or as recommended.

B. *Vice President - Bay Area and Vice President - Sacramento Area*

The Vice Presidents shall preside at luncheons, business meetings, or meeting of the Board of Directors in the absence of the President.

The Vice Presidents shall each be responsible for developing and arranging luncheon programs in their respective geographical areas.

The Vice Presidents shall each be responsible for membership recruitment within their respective geographical areas.

C. *Secretary*

The Secretary shall maintain a roster of all current members.

The Secretary shall maintain mailing lists from other associations for purposes of mailing conference and workshop announcements.

The Secretary shall annually prepare and distribute a directory of current members and a current copy of the Bylaws.

The Secretary shall, on a monthly basis, mail notices of meetings to those individuals on the current active membership list within the prescribed time.

The Secretary shall prepare and mail ballots to all current members consistent with the election schedule established by the Board of Directors.

The Secretary shall be responsible for receipt of luncheon reservations and for keeping a record of member and guest attendance at luncheons.

The Secretary shall prepare a brief summary of each luncheon presentation for inclusion in the quarterly newsletter.

The Secretary shall take notes at all meetings of the Board of Directors and Officers and shall prepare written minutes of same for approval in a timely manner. The Secretary shall maintain a permanent file of approved Board minutes.

The Secretary shall tape any conferences and luncheon speakers that the President deems appropriate.

The Secretary shall annually distribute a membership application brochure and a dues renewal notice.

The Secretary shall handle all general correspondence and inquiries to the Council.

D. *Treasurer*

The Treasurer shall be responsible for the receipt, custody, and disbursement of all Council funds, subject to the control and review of the Board of Directors.

The Treasurer shall prepare and submit a quarterly financial report to the President and the Board of Directors.

The Treasurer shall file tax and other fiscal forms as necessary.

The Treasurer shall advise the President on the financial status of the organization.

E. *President-Elect*

The President-Elect shall be responsible for chairing the annual conference committee.

The President-Elect shall be responsible for working with the President in providing overall direction of PTC/NC subject to approval by the Board of Directors on certain matters.

The President-Elect shall serve as President for the one-year term following his/her term as President-Elect.

F. *Communications Officer*

The Communications Officer shall be responsible for updating and maintaining the PCT/NC website.

The Communications Officer shall be responsible for working with the other Officers, Board members, and the PTC/NC membership in assembling all of the necessary information to develop the PTC/NC quarterly newsletter.

**ARTICLE VIII: REMOVAL OF OFFICERS AND BOARD MEMBERS**

A petition signed by twenty-five percent of the current members in good standing shall be sufficient to initiate a recall election.

A schedule for the recall election shall be established by the Board of Directors. A recall ballot shall be mailed to each member. A two thirds vote in favor of the recall shall remove an Officer or member of the Board of Directors.

**ARTICLE IX: PARLIAMENTARY AUTHORITY**

At the discretion of the President, or the majority of those present, "Robert's Rules of Order, Revised" shall govern the Council and all committees in all cases to which they are applicable and not inconsistent with the Constitution and Bylaws.

**ARTICLE X: EQUAL OPPORTUNITY**

It shall be the policy of the Personnel Testing Council of Northern California to practice the principles of equal opportunity in the conduct of all Council affairs. PTC/NC shall provide equal opportunity to all persons regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or orientation.

**ARTICLE XI: STATUS AND DISSOLUTION**

In the event of dissolution, all assets of PTC/NC, after payment of all liabilities, shall be distributed to the Personnel Testing Council of Southern California, or to any other organization having exempt status under Section 501 (C)(3) of the Internal Revenue Code.

**ARTICLE XII: AMENDMENT**

These Bylaws may be amended by a simple majority of the votes cast, provided that each amendment shall have been proposed in writing to, and approved by the Board of Directors. The President shall then include proposed amendments in the next regularly scheduled election.

**ARTICLE XIII: ADOPTION OF BYLAWS**

Upon a two thirds majority affirmative vote of those votes cast by members in good standing, these Bylaws shall be adopted effective January 1, 1988.