

ANHPEHRA By-Laws

Article 1 – Name

The name of this organization shall be The Association of New Hampshire Public Employer Human Resource Administrators ("ANHPEHRA" or the "Association").

Article 2 – Purposes

A. The Association shall be conducted in a not-for-profit manner to carry out any or all of the following purposes:

1. To strengthen the quality of human resources and public personnel administration and labor relations of public employer and government entities in New Hampshire through continuing education, communications such as list serves, and the publication of newsletters, publications and other works of interest in the field of public sector human resources, personnel and labor relations;
2. To be an educational and research organization for the benefit of public sector human resource and personnel administrators in the State of New Hampshire;
3. To provide public sector human resource and personnel administrators the opportunity to exchange ideas, to consult with one another, and to meet with persons in, or associated with, public sector human resource and personnel administration and labor relations and individuals who support those functions;
4. To serve as an information resource for executive, legislative, and judicial branches of government and to facilitate communications with other related organizations;
5. To recognize persons who have made significant contributions to public sector human resource and personnel administration.

Article 3 – Location

The principal office of ANHPEHRA shall be located at the principal place of business of the New Hampshire Public Risk Management Exchange (Primex³).

ANHPEHRA
c/o Primex³
46 Donovan Street
Concord, NH 03301-2624

Article 4 – Relationship with Primex³, New Hampshire Municipal Association and HealthTrust

- A. While ANHPEHRA is an independent organization, Primex³, the New Hampshire Municipal Association (NHMA), and HealthTrust assisted in forming ANHPEHRA and have provided past administrative assistance. The manner in which such services shall be provided, if any, shall be established pursuant to agreement of those organizations and the ANHPEHRA Board of Directors.
- B. Primex³, NHMA, HealthTrust, and ANHPEHRA shall agree on services and assistance to be provided, if any, and any costs or expenses involved. The amount of any fees or costs shall be subject to change as may be agreed upon by Primex³, NHMA, HealthTrust, and the ANHPEHRA Board of Directors.

Article 5 – Membership

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- A. Any person who is employed as a personnel or human resources administrator or assistant (however delineated) of a public entity human resources or personnel department in the State of New Hampshire, any retiree of such entity, or employees of entities that provide direct support to human resources functions such as Primex³, NHMA & HealthTrust are entitled to become a member of ANHPEHRA. Other local government employees whose duties included personnel administration as well as entities that provide private sector services in support of public sector human resource and personnel functions may be approved for membership by the Board of Directors or its designee.
- B. Members shall pay such annual dues as may be determined by the Board. Dues shall be payable on an annual basis and may be prorated in such manner as the Board may determine for members that join during any fiscal year.

Article 6 – Governance

- A. The general membership shall hold an annual meeting at such time, date, and place (or in such other manner) as may be determined by the Board of Directors. The annual meeting shall adopt a budget, consider amendments to by-laws, and take such other actions as may be set forth in the Agenda. Special membership meetings may be called by the Board or upon written petition of not less than eight (8) members. The number of members required to act as a quorum at an annual or special meeting shall be the number of members present and voting.
- B. The business and affairs of ANHPEHRA shall be governed by a Board of Directors consisting of seven members, of whom four shall be Officers consisting of a Chair, Vice-Chair, Secretary and Treasurer.
 - 1. Directors shall serve three-year terms and shall be elected by the membership at the Association's annual meeting. In order to achieve the Association's intention to have staggered terms, one of the terms that expire in 2016 shall be filled, one time only, with a one-year term and another shall be filled, one time only, with a four-year term so that in succeeding years, two directors shall be elected except as necessary to fill vacancies.
 - 2. The Officers shall be elected annually.
 - 3. Nominations for the Board of Directors and Officers may be made by a nominating committee established in such manner as the Board determines and also may be made by nomination by members at the annual meeting.
 - 4. Directors and Officers may be re-elected as the membership determines.
 - 5. A vacancy in the position of Director or Officer shall be filled for the duration of the term by appointment by the Board of Directors by majority vote of the remaining Directors. The Board may remove any Director or Officer for such cause as the Board deems appropriate.
 - 6. The Board shall meet not less than two times per year and at the call of the Chair or at the request of any two Directors. The Board shall provide reasonable electronic notice of its meetings and any member in good standing may attend Board meetings when held in person. Board meetings may also be held telephonically or by e-mail.
 - 7. Duties of Officers:
 - (a) The Chair shall preside at all Association and Board meetings and appoint members to standing and special committees except as otherwise stated in these by-laws or directed by the Board.
 - (b) The Vice-Chair shall perform the duties of the Chair in the Chair's absence.
 - (c) The Secretary shall:
 - 1. Provide notice and keep minutes of Association and Board meetings.

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2. Maintain the membership list.
- (d) The Treasurer shall:
 1. Have custody of and account for all financial matters of the Association and periodically render financial reports to the Board and membership.
 2. Invoice members for annual dues.
8. Directors and Officers shall not be compensated for serving in their respective capacities. They may be reimbursed for reasonable expenses incurred in the performance of their duties for the Association as the Board may authorize.

Article 7 – Continuing Education / Attendance at NHMA and Primex3 Training

The Association shall provide an active program of education for its membership. Until such time as the Association may obtain its own accreditation status, its programs may be established and implemented in cooperation with Primex³ (an approved IACET provider), NHMA, and HealthTrust. Primex³, NHMA, and HealthTrust may also offer programs for ANHPEHRA members in conjunction with their regular training program for their members. Association members employed by entities that are not members of NHMA, HealthTrust or Primex³ may attend non-ANHPEHRA training programs offered by NHMA, HealthTrust or Primex³ to their own members on such terms and conditions as each entity may determine.

Article 8 – Amendments

These by-laws may be amended by a 2/3 vote of those present and voting at any special or annual meeting of the Association provided that not less than 10 days' prior written notice of the Amendment is provided.

Article 9 – Dissolution

The Association may be dissolved by a 2/3 vote of its membership at any meeting, provided that not less than 10 days' notice of the proposed dissolution is provided. If the Association is dissolved, its assets, if any, shall revert to a not-for-profit entity designated by the Board.