

## **MID-ATLANTIC PERSONNEL ASSESSMENT CONSORTIUM (MAPAC)**

MAPAC is a non-profit, tax-exempt organization registered with the Internal Revenue Service

### **I. Organizational Mission and Purpose**

Mission: to serve as a forum for the discussion of current issues and emerging trends in the field of Human Resources Management related to personnel selection and testing; to encourage education and professional development in the field of assessment; to advocate the understanding and the use of fair and non-discriminatory employment practices; and to encourage the use of professionally sound selection and testing practices.

- A. Purpose:** To improve the human resource assessment capabilities of member organizations by providing support for the professional development and training of member agency staff involved with either the management of public sector selection programs or the development of selection instruments and devices for use in the public service. In order to accomplish this purpose, MAPAC has established the following objectives:
1. To provide mechanisms for sharing of assessment related information and products among members to include materials development and inter-jurisdictional collaboration and sharing of resources.
  2. To provide formal training in assessment related areas for members' professional staff.
  3. To provide a forum for the presentation and discussion of issues in the personnel assessment field.
  4. To provide a framework for conducting cooperative research and report projects.

### **II. Membership**

- A.** MAPAC membership is held at the organization-level, not the individual and will be limited to public, private nonprofit, and educational sector organizations sharing a common interest in personnel assessment. Members enjoy voting privileges and the ability to participate in all MAPAC programs and projects.
- B.** Organizations not satisfying membership criteria or who, for whatever reason, are not Members may apply for "Associates of MAPAC" status. Associates of MAPAC may attend meetings, receive publications and attend training on an availability basis. Fees may be required, as determined by the Executive Board. Organizations with Associates of MAPAC status do not have voting rights.
- C.** Procedures for attaining membership status:
1. Any organization seeking membership in MAPAC must complete an application and submit it to the Membership Committee Chair.
  2. The Membership Committee may invite the applicant to make a presentation to the membership elaborating upon or clarifying information contained in the application.

3. Representatives from all MAPAC jurisdictions will have the opportunity, either at a meeting or by mail, to vote on the membership application. New members must be approved by a two-thirds (2/3) vote of the full membership.

#### **D. Membership Continuation**

1. Members are required to pay annual dues, participate on MAPAC committees, and attend MAPAC meetings on a regular basis.
2. Members failing to pay dues for two consecutive years will be terminated from membership. Such terminated members may subsequently apply for reinstatement. Membership will be effective upon the approval by MAPAC and payment of the current year's dues.
3. Members failing to send a representative to attend MAPAC meetings or participate on MAPAC committees may be terminated by decision of the Executive Committee. Such terminated members may reapply as new members.
4. Membership in MAPAC shall not be transferable to another agency.

### **III. Executive Officers**

**A. Designations:** There will be a President, President-Elect, Secretary/Treasurer, and immediate Past-President. Only employees of agency members in good standing with MAPAC shall be eligible to serve as an Executive Officer. The four elected officers will constitute the MAPAC Executive Committee. Each office will be filled in accord with these Bylaws. Each officer will perform his/her duties in accord with the Bylaws.

**B. Objectives:** The Executive Officers shall have the responsibility to develop plans, objectives, and programs for MAPAC in order to implement the mission and purpose of the organization.

#### **C. Selection**

1. Officers will be selected by a simple majority vote of the current membership. A quorum (two-thirds of membership) is needed for all elections. If none of the individuals nominated for office receive a majority vote, a runoff election will be held between the two candidates receiving the largest number of votes. If the two candidates then receive the same number of votes, the winner will be determined by a majority vote of the Executive Officers.
2. The President-Elect will automatically succeed the President.

#### **D. Terms of Office**

1. Newly elected officers will begin their term of office on January 1<sup>st</sup> of the year immediately following their election.
2. The President and President-Elect will serve for one year.
3. The Secretary/Treasurer will serve for two years.

4. The immediate Past-President will serve on the Executive Committee for one year following his/her Presidency.
5. No one may serve in more than one elected office at the same time.

#### **IV. Official Duties**

##### **A. The *President* will serve as the Chair of the Executive Committee. The President shall assume the role of Past-President at the end of his/her term.**

---

Responsibilities:

1. To act as Chair of the Executive Committee and to preside at all business meetings and such special and committee meetings as deemed appropriate.
2. To establish committees as necessary to accomplish the organization's goals and objectives, appoint their chairs, and evaluate the quality and timeliness of their work.
3. To prepare an annual budget statement.
4. To oversee the day-to-day operations of MAPAC business and affairs, including, but not limited to:
  - a. Monitoring the budget and approving payment of funds in accordance with the budget;
  - b. Issuing formal letters on behalf of the organization;
  - c. Reporting to the Executive Committee on the operations of MAPAC and the progress toward the year's objectives.

##### **B. The *President-Elect* shall ascend to the office of President at the end of his/her term as President-Elect.**

---

Responsibilities:

1. To serve as a member of the Executive Committee.
2. To fulfill the duties and responsibilities of the President if the President becomes incapacitated or unable to perform them.
3. To serve as the Program Chair.
4. To prepare objectives and a proposed budget for his/her presidential year and to present such to the Executive Committee for review and discussion.

### **C. The *Secretary/Treasurer***

---

Responsibilities:

1. To serve as a member of the Executive Committee.
2. To collect and disburse funds.
3. To prepare an annual accounting of revenues and expenditures and other related reports.
4. To keep the President informed on the availability of funds.
5. To record the minutes of business meetings and forward them to the Publication Chair for inclusion in the *MAPAC News*

### **D. The (Immediate) *Past-President* provides general assistance to the President.**

---

Responsibilities:

1. Serve as a member of the Executive Committee.
2. Chair the Elections Committee responsible for soliciting nominations for the annual elections and all special elections.

### **E. Order of Succession**

---

1. If the President vacates the office during his/her term, the President-Elect will assume the duties of President for the remainder of that term at which time the President-Elect will ascent to the Presidency.
2. If the President-Elect vacates the office during his/her term, the President shall instruct the current Past-President to hold a special election for President-Elect within six months. The President shall assume the duties of Program Chair until such time as a new President-Elect is installed.
3. If the offices of President and President-Elect become vacant simultaneously, the Secretary/Treasurer shall ascent to the Presidency for the remainder of that Presidential term of office and shall also assume the duties of Program Chair until such time as a new President-Elect is installed. The new President shall instruct the current Past-President to hold special elections for President-Elect and Secretary/Treasurer within six months.
4. If the Secretary/Treasurer vacates the office during his/her term, the President shall instruct the current Past-President to hold a special election for Secretary-Treasurer within six months. The President shall assume the duties of Secretary/Treasurer until the new Secretary/Treasurer is installed.

## V. Standing Committees

- A. The work of MAPAC shall be conducted through standing committees and work groups. Except for where otherwise provided for in these bylaws, the committee chairs shall be appointed by the President and serve at his/her pleasure.
  
- B. Committee Representatives
  1. Each member agency shall appoint two representatives to serve on MAPAC standing committees, as needed or appropriate.
  2. The Executive Committee shall solicit volunteers from agencies to work on committees, or if deemed necessary, assign representatives to committees.
  3. Agencies may assign additional representatives to standing committees or ad hoc work groups.
  
- C. List of Standing Committees
  1. **Executive Committee**
    - a. The Executive Committee shall consist of the President, President-Elect, Secretary/Treasurer and immediate Past-President. The President shall chair the Executive Committee.
    - b. The Executive Committee shall be responsible for the direction and control of MAPAC activities and programs and shall provide oversight for the standing committees and work groups.
    - c. The Executive Committee shall submit to the Membership, on an annual basis, a report summarizing the activities of the prior year and a work plan for the coming year.
  2. **Program Committee**--The purpose of the Program Committee (chaired by the President-Elect) shall be to coordinate and arrange program sessions of interest to the Membership. Committee activities include the following:
    - a. Solicit presentations from both members and non-members.
    - b. Arrange for meeting locations, facilities and equipment.
    - c. Arrange for accommodations for attendees and presenters.
    - d. Notify members regarding programs and activities.

3. **Membership Committee**--The purpose of the Membership Committee shall be to promote active membership in MAPAC. Committee activities include the following:
  - a. Recruitment of new members.
  - b. Management of the membership application process.
  - c. Monitoring the adequacy of member services and the need for new or alternative services.
  - d. Maintenance of membership mailing lists, committee rosters, etc.
4. **Training Committee**--The purpose of the Training Committee shall be to promote the training and staff development of assessment professionals employed by member agencies. Committee activities include the following:
  - a. Communication with member agencies to identify training needs and resources.
  - b. Maintenance, updating, and administration of established MAPAC training courses.
  - c. Coordination with other assessment organizations involved in the development, maintenance and administration of resource directories, libraries, and other resources related to the training and development of assessment professionals.
  - d. Maintain the MAPAC video library.
5. **Publications Committee**--The purpose of the Publications Committee shall be to publish the newsletter *MAPAC NEWS* and such other publications and papers as is necessary and appropriate. The *MAPAC NEWS* shall include the minutes of the previous general meeting.
6. **Elections Committee**--The Elections committee will be chaired by the immediate Past-President, with the President and President-Elect as members. The Elections Committee will administer all elections (e.g., annual, bylaws, recall, special, etc) conducted by MAPAC. If a member of the Elections Committee is the subject of a recall election, that officer will not participate in the administration of the recall election.

## **VI. Voting**

- A. Voting status--Each member organization will have one (1) vote.
- B. Quorums--A quorum will be required for all votes. A quorum is defined as a majority of the current membership.

## **Voting Requirements to Pass Resolutions**

1. For the election of officers and voting on membership, representatives of those members unable to attend the regular meeting may cast their vote by absentee ballot prior to the meeting, provided however, that a quorum is present at the business meeting for any action to be taken.
2. Additions to the membership must be approved by a two-thirds (2/3) vote of the current membership.
3. Resolutions and issues may be decided by mail, phone or FAX ballot. If a vote is taken by phone, written confirmation must follow.
4. Assuming a quorum, a simple majority of those voting is required to pass resolutions.
5. Approval by a two-thirds (2/3) vote of the full membership will be necessary to decide a major "policy issue." Any member of MAPAC can challenge a motion on the floor and, by majority vote of those present, determine that the motion involves a major "policy issue" whereby a simple majority would not be sufficient to carry the motion. Dissenting members may have their votes recorded on the record, if they so desire.
6. Any amendment or modification to the Constitution/Bylaws shall be sent, in writing, to all current MAPAC members at least 30 days in advance of voting on subject issue.
7. Robert's Rules of Order will be used for conduct of MAPAC meetings except as otherwise provided in the Constitution/By-Laws.
8. Interim decisions can be utilized when matters require the immediate attention of the Executive Committee. The President may survey the Executive Committee to reach a decision. All such actions will, however, be reviewed at the next regular meeting of the Executive Committee.

## **VII. Dues and Fees**

- A. Members:** Members shall be required to pay annual dues. The amount, payment schedule and method of payment shall be proposed by the President and approved by a majority vote of the membership. Modifications shall be effective five (5) calendar quarters after the approval of such modification.
- B. Associates:** Friends may be required to pay registration fees and/or annual fees approved by a majority vote of the Membership.