

STATE EMPLOYEES LEADING COLORADO

BY-LAWS EFFECTIVE April xx, 2017

**ARTICLE I – PURPOSE**

**Section 1 - Purpose**

SELCO exists within the State of Colorado to improve operations for various roles within of State Government through educational opportunities. Their activities can be improved by a common association to be called the State Employees Leading Colorado” (SELCO)

**Section 2 – Goal**

Developing educational opportunities and partnerships for leadership among Colorado State Employees.

**Section 3 – Objectives**

The SELCO shall have the following objectives:

- A. To foster improvement in operations of Colorado State Government through education in the following areas:
  - utilization of tools and techniques which improve business operations
  - accountability to the public
  - professional standards
  - enlighten members on new developments in government operations
- B. To contribute to the improvement of education in fields that impact State Government service by providing scholarships and educational assistance as money becomes available from fund-raising activities and other sources.
- C. To improve communication across various disciplines and branches of State Government.
- D. To enlighten members on new developments in fiscal administration.

**Section 4 - Activities**

In order to further its objectives, the SELCO will hold educational meetings, seminars, conferences, and other group discussions.

## **ARTICLE II – MEMBERSHIP**

### **Section 1 – Membership eligibility**

- A. Full Membership - Membership will be open to any state employee interested in the mission of the organization.
- B. Golden Membership – A special membership status for retired state employees who were members of the organization prior to retirement.

### **Section 2 - Membership**

- A. An application of any proposed member shall be submitted
- B. To maintain membership, dues must be paid annually and are effective on a State fiscal year basis (July – June).
- C. The Membership Chair shall maintain a list of active members.

## **ARTICLE III - VOTING**

### **Section 1 - Voting Rights**

Members shall have the right to vote on SELC matters. Voting shall be done electronically. To participate in electronic voting, a valid email address must be provided on the membership form.

### **Section 2 - Voting Actions**

Issues requiring a vote shall be approved by a majority vote of electronic respondents. Due dates and times of voting replies will be outlined per proposal and will be final.

## **ARTICLE IV - MEETINGS**

### **Section 1 - Meetings of Members**

- A. Meetings are held at the designated date, time, and place as determined by the Board.

### **Section 2 - Meeting Procedure**

An issue of concern shall be defined by the Board as something that requires the organization to take an active role. Once defined as an issue of concern, the issue is to be presented to the membership for a vote. The membership shall be kept informed by the Board of all action taken in addressing the issue of concern.

## **ARTICLE V - OFFICERS**

### **Section 1 - SELC Officers**

The officers of the SELC shall be the President, Vice-President, Secretary and Treasurer, who shall be elected by the chapter membership based upon voting as prescribed in Article III, Sections 1 and 2. Unopposed candidates will be appointed de facto. The officers shall be elected for a term of one year, beginning July 1 of each year. At the time of election, no more than two board members may be from the same principal department of state government. The officers of the board cannot succeed themselves in the same office for more than three consecutive terms.

### **Section 2 - Powers and Duties of Executive Officers**

A. The Executive Board shall be comprised of the President, Vice-President, Secretary, and Treasurer. They shall:

1. Meet monthly, or at the discretion of the President, to set policies, discuss future meetings, speakers, training sessions, workshops, seminars, and others matters that are considered for the good of the SELC.
2. Have the power to set fees and dues.
3. Make approved disbursements of a general nature on behalf of the SELC. At least two Board members must review invoices and sign checks for payment.
4. Develop an annual operating budget for the SELC by August 31 of each year.
5. Manage the SELC's operations in accordance with the established budget.
6. Address issues related to any conflict of interest by a Board member.
7. Appoint a replacement to serve the balance of the term for any officer unable to serve out his/her term.

B. The President shall:

1. Preside at all SELC meetings.
2. Call meetings when deemed necessary or when requested by the lesser of ten members or one tenth of the membership.
3. Recommend to the Board a Chairperson of those committees that have been established by the SELC.
4. Procure an annual review of the SELC financial statements and accounting records.
5. Represent the SELC on issues of concern to the SELC, as determined by a majority vote of the Executive Board.
6. Be the account owner on behalf of the board for the SELC bank account and shall transfer account ownership to the succeeding President.

C. The Vice President shall:

1. Preside at meetings in the absence of the President.
2. Assist the President in the execution of duties of the office.
3. Shall ensure necessary IRS and Secretary of State's Office forms for the organization are filed timely.
4. Ensure that professional education certification requirements are met.

D. The Secretary shall:

1. Preside at meetings of SELC in the absence of the President and Vice-President
2. Perform all administrative and management duties including:
  - a) Proving due notice of all meetings of the SELC.
  - b) Attending meetings of the chapter as Secretary and keeping minutes of the proceedings of such meetings.
3. Ensure the website of the SELC is maintained. The SELC's web site shall contain information about the SELC, details on how to become a member, a list of current Officers and Committees, and other information needed to inform members and non-members of the SELCs activities and events.
4. Ensure retention of records in compliance with continuing professional education.

E. The Treasurer shall:

1. Maintain custodianship of all funds of the SELC.
2. Record receipt and disbursement of such funds.
3. Keep suitable books of account thereof.
4. Render periodic reports thereon.
5. Deposit funds in a financial institution approved by the SELC officers.
6. Maintain and retain historical financial records.

**ARTICLE VI - NOMINATION, ELECTION, AND FILLING OF VACANCIES FOR OFFICERS**

**Section 1 - Nominations and Elections**

- A. Nominations for President, Vice-President, Secretary and Treasurer of the SELC shall be submitted to the Nominating Committee no later than May 15 or the date of Spring Conference of each year.
- B. No persons shall be nominated to serve as an officer unless they are full members in good standing.

- C. Any person who is a member may submit names in writing to the Nominating Committee for consideration.
- D. It shall be the responsibility of the Nominating Committee to submit at least one nominee for each office to the general membership at least five days prior to the election taking place.
- E. The Nominating Committee may consist of a current active member who is not an Officer. The Vice-President of the SELC shall serve as advisor to the Nominating Committed.
- F. The annual election will occur electronically. A valid email must be provided at time of membership registration.

## **ARTICLE VII - DUES**

### **Section 1 - Dues Rates**

The annual dues shall be established by the Executive Board and published on the SELC website. The annual dues period shall be from July 1 to June 30. Dues for new members shall not be prorated.

## **ARTICLE VIII - CONTINGENCY FUND**

A contingency fund will be established and maintained by the Treasurer to cover unexpected future losses of the SELC. The contingency fund balance will be maintained at a level as determined by the Executive Board. At a minimum, this level shall be equal to 110% of the amount of the previous years' operating expense exclusive of scholarships and educational assistance.

## **ARTICLE IX – SCHOLARSHIP AND EDUCATIONAL**

### **ASSISTANCE PROGRAMS**

The SELC shall maintain the Tim Smith Memorial Scholarship program for college students and the SELC Educational Assistance Program for its members

#### **Section 1- Scholarship Program**

- A. A scholarship committee shall be composed of at least three members; the immediate past president and at least two SELC members with the immediate past president serving as chair.
- B. Scholarships are available to full-time and part-time students who are Colorado residents entering their sophomore, junior or senior year of undergraduate study at a State supported institution of higher education in Colorado. Applicants must be enrolled in an undergraduate degree program with a declared major and intend to pursue a career in Colorado State government. SELC members who meet these requirements shall also be eligible.

- C. The Tim Smith Memorial Scholarship shall be funded by the net proceeds of any fund raising activity specifically designated for such purpose, scholarship donations, and any other funds which may be so designated and allotted by the Executive Board. The amount and number of awards made in any given year shall not exceed the amount allotted by the Executive Board. If scholarship amounts awarded are less than funds raised specifically for scholarships, these funds will be recorded in the financial records as available for subsequent year scholarships.

**Section 2 – Educational Assistance Program**

- A. The Educational Assistance program is available to active members requesting financial assistance to pursue additional education and training. Assistance may be awarded for courses successfully completed with a grade of “B” or better at an accredited college or university in pursuit of a degree or for other job related training and is applicable to the member’s current job.
- B. An active member is defined as an individual with a minimum of one full year of membership plus the current year. The member must have attended a minimum of two luncheons or one conference in the year prior to the request for reimbursement. The member may also substitute serving as a committee chair or member of a committee in a prior year in lieu of attending luncheons or a conference.
- C. The SELC Educational Assistance program shall be funded as part of the annual operating budget prepared by the Executive Board. Amounts of awards shall be based on the cost of the education or training being pursued by the member applying for assistance. The Executive Board shall establish the annual maximum that can be awarded to any member at the time the annual budget is finalized.

**ARTICLE X - AMENDING THE BY-LAWS**

These by-laws may be amended at any regular meeting by a two-thirds vote of those members present and qualified to vote, if in person, or two-thirds vote of electronic votes submitted. Notice of such amendment shall be submitted in writing to the membership at least thirty days in advance. Only the amendments to the by-laws as published will be presented to the membership for a vote.

**ARTICLE XI – COMMITTEES**

**Section 1 Luncheons**

- A. Luncheon committee shall be comprised of at least three current members.
- B. Responsibilities of the committee include establishing dates of the luncheons, securing a location, identify and coordinate topics and speakers for each luncheon.

**Section 2 Fall seminar**

- A. The Executive Board shall be responsible for organizing an annual fall educational seminar.

### **Section 3 Spring conference Committee**

- A. The Spring conference committee shall be comprised of not less than:
1. The current SELC Executive Board members
  2. The Higher Education Fiscal Coordinator or appropriate representative to ensure the Higher Education track includes courses pertinent and appropriate to the higher education community
  3. Spring Conference Treasurer - Manage and report on the fiscal activities specific to the Spring conference in coordination with the SELC treasurer. Ensuring all registrants and vendors have paid registration fees and that all conference related invoices have been paid.
  4. Vendor coordinator(s) - Oversee outreach to vendors for conference sponsorships. Assist and coordinate vendor conference booth setup and vendor reception
  5. Contract expert Solicit proposals for spring conference venue and negotiate contract terms.
  6. Audio/Visual coordinator(s) - Assist presenters and vendors with various A/V needs. Be available during conference to assist as necessary. Serve as liaison between committee and venue. Coordinate with Contract manager to ensure needs are met.