

Approved San Francisco, Calif.
10-31-69 JPB

#126

PETITION FOR CHAPTER CHARTER
OF THE



Shenandoah Valley Personnel Association

TO THE BOARD OF DIRECTORS
AMERICAN SOCIETY FOR PERSONNEL ADMINISTRATION

In accordance with the authorization and instructions of the membership of this organization, this petition for its charter as an Affiliated Chapter of the American Society for Personnel Administration is hereby submitted by its officers, as undersigned, for the consideration of the Society's Board of Directors.

We believe that the affiliation requested will be of mutual benefit to both organizations in the advancement of the profession of personnel administration. We acknowledge that our membership will, if the requested charter is granted, conform to the rules and by-laws of the Society, uphold its aims and objectives and make every effort to build and strengthen it through the media of participation in its activities and individual and group membership in the same.

The official name and address of this organization is the

Shenandoah Valley Personnel Association

OF Virginia

It is functionally active in the region of Virginia (Region #2); its active membership numbers _____, of whom _____ are current members of the American Society for Personnel Administration. The names and addresses of its officers are listed below:

George Sherman, of Staunton, Virginia
(president) (address)

Art D. Reith, of Harrisonburg, Virginia
(vice president) (address)

Richard Karriker, of Waynesboro, Virginia
(secretary) (address)

Henry Turnage, of Buena Vista, Virginia
(treasurer) (address)

Subscribed at Staunton, Va., this 24th day of Oct., 1969, by:

Richard G. Karriker,
(secretary)

George Sherman
(president)

Henry Turnage,
(treasurer)

Arthur Reith
(vice president)

*Adopted
July 1969*

DRAFT OF PROPOSED CONSTITUTION AND BY-LAWS
OF THE
SHENANDOAH VALLEY PERSONNEL ASSOCIATION

ARTICLE I
NAME

The official name of this organization shall be the Shenandoah Valley Personnel Association.

ARTICLE II
PURPOSE

The primary purpose of this Association shall be to accomplish the following:

1. Regular monthly meetings at which time appropriate subjects will be discussed.
2. Personal contacts among Association members at general meetings and in various committees, stimulating members to constantly exchange information for the benefit of all.
3. Participation of the Association in activities sponsored by other associations and organizations in other phases of business management.
4. Service as a forum and medium for cooperative study of common problems.
5. To conduct an annual Industrial Relations Conference for the mutual benefit of all concerned.
6. To affiliate with The American Society for Personnel Administration.

ARTICLE III
MEMBERSHIP

Section I. Those who are executive members of an Industrial Relations or Personnel staff or those who are actively engaged in such work.

Section II. Any member may submit names of prospective new members to the Membership Committee.

Section III. Upon approval by the Membership Committee, an invitation shall be extended to the prospective member by the Membership Committee.

ARTICLE IV
DUES

The dues shall be \$25.00 per member per year for membership in SVPA and ASPA.

ARTICLE V

OFFICERS

Section I. The officers of the Association shall consist of a President, Vice President, and a Treasurer who shall be elected annually and shall serve for one year.

Section II. There shall be a Board of Directors consisting of the President, Vice-President, Treasurer, immediate past President, and the Chairman of each of the standing committees. (Total of eight).

Section III. The officers of this Association shall perform the several duties pertaining to their respective offices. The President shall preside over all meetings of this Association and of the Board of Directors, and in his absence, the Vice-President shall officiate.

Section IV. The Treasurer shall receive all moneys for this Association and shall disburse its funds.

Section V. A Secretary shall be appointed by the President subject to the approval of the Board of Directors. The Secretary shall keep minutes of all meetings, have charge of all correspondence, and otherwise perform the duties usually pertaining to his office.

Section VI. The Board of Directors shall have the power and authority to act in the general management of the affairs of this Association, and shall fill vacancies occurring in office between elections from a list of eligible Association Members and may adopt needful rules for the direction of the Association's business in carrying out the purposes for which it is organized.

ARTICLE VI

ELECTION OF OFFICERS

Section I. The fiscal year of this Association shall end on June 30. The last regular meeting at the end of the fiscal year shall be the Annual Meeting.

Section II. At the last regular meeting preceding the Annual Meeting each year, the President shall appoint a Nominating Committee of three members, the Chairman of which committee shall be the immediate past President, if available, who shall present at the Annual Meeting a candidate for each respective office. The Nominating Committee shall present the proposed slate as directed by the President. Additional nominations may be made from the floor at the Annual Meeting.

ARTICLE VII

COMMITTEES

Section I. The following standing Committees shall be maintained and the Chairman of each Committee shall be appointed by the President. The Chairman of each Committee shall, in turn, select his own Committee members:

- (a) Membership and Attendance Committee
- (b) Program and Arrangements Committee
- (c) Publicity and Reception Committee
- (d) Training and Education Committee

Section II. Special committees, whose chairmen shall not be on the Board of Directors, may be appointed from time to time at the discretion of the President.

ARTICLE VIII

MEETINGS

Section I. Regular meetings of this Association shall be held monthly, except July and August.

Section II. Meetings of the Board of Directors shall be held upon call by the President.

Section III. At the regular meetings of the Association, a quorum shall consist of one-quarter of the total active membership. At the meetings of the Board of Directors, four members shall constitute a quorum.

Section IV. Members may bring interested guests to any open meeting of the Association.

ARTICLE IX

AMENDMENTS

Section I. An Amendment of the Constitution and By-Laws can be made at any regular or special meeting of the general membership of the SVPA by a two-thirds vote of the voting members present in favor of the Amendment, and providing that two weeks' notice of the meeting be given and that at the same time the notice of the meeting is given, a notice of the Amendment and what the Amendment is to consist of, be given the general membership of the Association.

BY-LAWS

ARTICLE I

Membership

Section 1. Eligibility for both regular and associate membership shall be limited to those person who qualify under Article III of the Constitution.

Section 2. Application for membership shall be presented in writing for approval to the Executive Committee and if favorably received, such application shall be presented to the Society members at any regular meeting and if no objection is voiced, such applicant shall be declared a member.

Section 3. If any member shall be or become ineligible to hold his membership because of failure to come within the qualifications set out in Section 1 of this Article, his continued membership shall be determined by the Executive Committee of the Society.

ARTICLE II

Meetings

Section 1. There shall be an annual meeting of this association at such time and place as the officers may direct.

Section 2. The regular meeting shall be held as stated in Article V of the Constitution.

Section 3. Special meetings may be called by the President or upon request of the majority of the membership.

Section 4. One third ($1/3$) of the members in good standing at any meeting shall constitute a quorum for the transaction of business.

Section 5. Three (3) members of the Executive Committee shall constitute a quorum for the transaction of business by that group.

ARTICLE III

Nomination, Election, and Term of Office

Section 1. The annual election of officers shall be held at the annual meeting. Newly elected officers will take office at the next subsequent meeting.

Section 2. A nominating committee composed of three (3) members shall be appointed by the President one (1) month prior to the annual meeting. The committee shall present names of suitable candidates for office, with those candidates' consent, to the Society at the annual meeting for the election of officers. Nominations may also be made by any member from the floor at the annual meeting.

Section 3. All officers shall serve a term of one (1) year unless re-elected in accordance with Section 2, excepting the President, who shall not succeed himself.

Section 4. All official vacancies occurring during the year by resignation or otherwise shall be filled for the unexpired term by appointment of the Executive Committee. Should the vacancy occurring be that of the President, the First Vice-President will fill that position for the unexpired term.

ARTICLE IV

Duties of Officers

Section 1. The President shall preside over the business sessions of the Society, the meeting of the Executive Committee, appoint standing and special committees and shall present a condensed narrative report (except finances) at the annual meeting.

Section 2. The First Vice-President's duties shall be those of the President in his absence. He shall be responsible for planning, organizing, and directing the membership and attendance programs of the association.

Section 3. The Second Vice-President shall be responsible for planning, developing and making all arrangements in connection with programs for the regular monthly meetings.

Section 4. The Secretary-Treasurer shall keep the minutes, prepare the association's correspondence, notify individuals elected to membership or to office and send notices of meetings and other matters of interest to the membership. The Treasurer shall handle and be responsible for the financial affairs of the society, collect dues and monies for the cost of dinner meetings, make payment of bills and make financial reports at the annual meetings and upon request of the President or the membership. A membership list shall be kept up to date by the Secretary-Treasurer. All payments shall be made on behalf of the association by signing checks with such counter-signatures as the Executive Committee shall require.

ARTICLE V

Procedure of Business

"Robert's Rules of Order, Revised" shall govern the procedure of the meeting of this association unless otherwise provided by the Constitution or By-Laws.

ARTICLE VI

Finances

Section 1. Dues for both regular and associate members shall be \$35.00 per year which shall include dues for membership in A.S.P.A. These shall be payable with the application for membership and within sixty (60) days of this date every year thereafter.

Section 2. There shall be no initiation fee and no refund of dues.

Section 3. The Executive Committee shall have authority to recommend a change in dues at any meeting should circumstances dictate the necessity thereof.

Section 4. A member failing to pay his renewal dues within sixty (60) days after such dues become payable shall forfeit his membership and his name will be dropped from the rolls of the Society.

Section 5. Guests may be invited to attend meetings provided they are accompanied by a member of the Society.

Section 6. Expenses incurred by individual members and/or their guests in the attendance of meetings shall be responsibility of the individual members of the society .

Section 7. Expenses incurred at each individual meeting for members and/or their guests will be paid prior to the start of the meeting to the Secretary-Treasurer or the designated representative.

ARTICLE VII

Amendments

Section 1. This Constitution may be amended at any regular meeting by two thirds (2/3's) vote of those members present and voting providing that a majority of the regular members are present and further provided that a notice of the proposed amendment shall have been given at the previous regular meeting.

Section 2. All such proposed amendments shall be submitted in writing signed by two (2) members.

ARTICLE VIII

Voting Rights

Section 1. Only regular members will have the right and privilege to vote or to hold office in the association, providing they are a member in good standing of the Society.

Membership Roster

refund 3.75	Ned Hillyard	refund 1.50 - cert	Dunham-Bush	Harrisonburg, Va.
refund 5.83	Ken Reynolds	no dues cert	Reynolds Metals	Grottoes, Va. <i>make cert - Reg.</i>
15.00 mi. 69	Dick Harlow	cert	Crompton-Shenandoah	Waynesboro, Va.
15.00 69 - 3.75 net. P. & S. 70	John Raynes	cert	Reynolds Metals	Grottoes, Va.
15.00 69 - 3.75 net. P. & S. 70	Dave Pasco	cert	Alliance Mfg. Co.	Shenandoah, Va.
refund 10.00	C. H. Weaver	cert	Celanese Fibers Co.	Bridgewater, Va.
refund 10.00	William Nelson	cert	Westinghouse	Verona, Va.
owed 6.25 69 - 70	Henry Turnage	cert	Bonded Fibers	Buena Vista, Va.
not pd for 70 6.25	Frank Hill	✓	Bonded Fibers	Buena Vista, Va.
refund 10.00	George Sherman	cert	American Safety Raz.	Staunton, Va. <i>make cert. Reg.</i>
refund 4.00	Bill Kuykendall	cert	Metro Pants	Harrisonburg, Va.
compaid 70	Arthur Reith	no dues cert	Walker Mfg.	Harrisonburg, Va. <i>make cert. Reg. net. post 800 70.</i>
refund 10.00	Carter Coghill	no dues cert	Dawborn, Division W.R. Grace	Waynesboro, Va. <i>make new cert. Reg.</i>
	Robert Compton	now in North Carolina	Walker Mfg.	Harrisonburg, Va. <i>make cert. Reg.</i>
pd 15.00 and refund	William B. Wagner	✓	Medicine Mfg. Co.	Buena Vista, Va.
refund 10.00	Robert H. Shivers	cert		
" 10.00	Paul P. Pappas	cert		
" 10.00	Dawson E. Watkins	III		
" 10.00	Robert A. Storm	V		
refund	James D. Palabram			
refund	Wes. J. Falasick	✓		

4.00 cert
3/19/70

20 - 21 members
19 cents

Winchester, Virginia

May 13, 1969

CONSTITUTION AND BY-LAWS
of the
SHENANDOAH PERSONNEL ASSOCIATION

ARTICLE I

NAME

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PURPOSE

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3. Participation of the Association in activities sponsored by other associations and organizations in other phases of business management.
4. Service as a forum and medium for cooperative study of common problems.
5. To conduct periodic Industrial Relations Conferences for the mutual benefit of all concerned.
6. Affiliation with the American Society for Personnel Administration.

ARTICLE III

MEMBERSHIP

Section I. REGULAR MEMBERS. Persons responsibly engaged in the practice of personnel administration or faculty members holding assistant, associate or full professorial rank in personnel administration or any of its specialized phases in an accredited college or university shall be eligible for Regular Membership. The rights and privileges of Regular Members include the right to vote and hold office in the Association.

Section II. ASSOCIATE MEMBERS. Persons outside the foregoing category who demonstrate to the satisfaction of the Membership Committee a bona fide interest in personnel administration and in the purposes of the Association shall be eligible for Associate Membership. Associate Members shall have no vote and may not hold office in the Association. Annual dues for members of this class shall be \$25.00.

XERO COPY

Section III. Any member may submit names of prospective new members to the Membership Committee.

Section IV. Upon approval by the Membership Committee, an invitation shall be extended to the prospective member by the Membership Committee.

ARTICLE IV

DUES

Section I.

- (a) Regular membership. The dues shall be \$25.00 per member per year for membership in PAR and ASPA.
- (b) Associate membership. The dues for associate membership shall be \$25.00 per member per year.

ARTICLE V

OFFICERS

Section I. The officers of the Association shall consist of a President, Vice-President, and a Secretary-Treasurer who shall be elected annually and shall serve for one year.

Section II. There shall be a Board of Directors consisting of the President, Vice-President, Secretary-Treasurer, immediate past President, and the Chairman of each of the standing committees. (Total of eight).

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Section IV. Members may bring interested guests to any open meeting of the Association.

ARTICLE IX

AMENDMENTS

Section I. An Amendment of the Constitution and By-Laws can be made at any regular or special meeting of the general membership of the PAR by a two-thirds vote of the voting members

(XERO)
COPY

(XERO)

(XERO)

present in favor of the Amendment, and providing that two weeks' notice of the meeting be given and that at the same time the notice of the meeting is given, a notice of the Amendment and what the Amendment is to consist of, be given the general membership of the Association.

DOUBLEDAY & COMPANY, INC., Publishers



BERRYVILLE, VIRGINIA 22611 TEL. (703) 955-2750

April 9, 1969

HOLD FOR FURTHER WORD AS PER OUR DISCUSSION WITH JOHN FOWLER

Mr. Leonard R. Brice
52 East Bridge Street
Berea, Ohio

Dear Len:

As per our telephone conversation, this is a copy of the proposed Constitution.

We will appreciate any advice and suggestions which you may wish to make to help us get started on the right foot.

Yours very truly,

DOUBLEDAY & COMPANY, INC.

A handwritten signature in cursive script that reads "Harold".

Harold D. Franklin
Personnel Manager

HDF/eat

AMERICAN SAFETY RAZOR COMPANY' 126

DIVISION OF PHILIP MORRIS U.S.A.

P. O. BOX 500 • STAUNTON, VIRGINIA 24401

GEORGE SHERMAN
DIRECTOR OF INDUSTRIAL RELATIONS

October 27, 1969

Mrs. Yvonne Martin
Sheraton Palace
Market & New Montgomery
San Francisco, Calif.

Dear Yvonne:

These are the currently paid-up members and in addition to the 15 listed here, we have the following who we are certain will be members but could not reach them to obtain their checks or final commitments.

These are: Bill Wagner, Buena Vista, Va., Bill Ferry, Genesco, Verona, Va., Dick Davis, Crompton-Shenandoah, Waynesboro, Va., Ray Dinkel, Bridgewater Furniture, Bridgewater, Va., John Edwards, Walker Mfg., Harrisonburg, Va.

It will be required in our organization that all members also be ASPA members so you may or may not want to include these on the Charter.

This is all rather hasty as our plans were interrupted by the flood and if you or Len Brice believe that it would be better to come in at a later date it would be no problem as far as we are concerned.

Of the 15 members listed - nine have already paid direct - and we will have the checks within a week or 10 days for the other six. Their money has been received but as I told you over the phone our Treasurer is located 70 miles away in Buena Vista and our transactions are all held by mail.

Best regards, enjoy yourself and tell Len and Joe Kingrey I wish I could be there for the parties if not for the business sessions.

Sincerely,



George Sherman
Enclosures

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