**Angelo State SHRM Student Chapter Bylaws**

**Updated September 2014**

**Chapter Name: Angelo State SHRM**

**Chapter Number: 5716**

**ARTICLE I: NAME**

1. **Name.** This organization shall be known as the Angelo State University chapter of the Society for Human Resource Management (SHRM) or **Angelo State SHRM**. To avoid potential confusion, the Chapter will not refer to itself as SHRM or the Society for Human Resource Management.
2. **Affiliation.** Angelo State SHRM, hereinafter referred to as the Chapter, shall be affiliated with the Society for Human Resource Management, hereinafter referred to as SHRM.
3. **Relationships.** The Chapter is a separate legal entity from SHRM. It shall not be deemed to be an agency or instrumentality of SHRM and SHRM shall not be deemed to be an agency or instrumentality of the Chapter. The Chapter shall not hold itself out to the public as an agent of SHRM without express written consent of SHRM. The Chapter shall not contract in the name of SHRM without the express written consent of SHRM.
4. **License.** Use of the words “Society for Human Resource Management” or “SHRM” or use of the SHRM logo or any logo of or that may be used by SHRM may be used by the Chapter only by license from the SHRM.

**ARTICLE II: OBJECTIVES**

**The objectives of this Chapter are:**

1. to provide Angelo State University students with the opportunity to gain knowledge and insight into the effective management of human capital in the field of Human Resource Management through affiliation with the Concho Valley SHRM and the SHRM organization.
2. to promote the exchange of work-related experience of established business professionals with the theoretical academic perspectives of student and faculty members through open forums and information exchanges.
3. to encourage the acquisition, growth and continuation of our respective careers in human resource management through expanded knowledge, camaraderie, respect and mutual support among chapter members and through our affiliation with SHRM and our sponsoring chapter.
4. to provide a pool of human resource management leaders for perpetuation of the Chapter and of SHRM.
5. to function as an important vehicle for promoting the field of human resource management to students.
6. to serve as a source of new members for SHRM.
7. to act as part of the two-way channel of communications between SHRM and the individual members.
8. to achieve these objectives, there shall be no discrimination in individual membership or chapter affiliations because of race, religion, sex, age, disability, sexual orientation, national origin, veteran’s status, or any other legally protected class.

**ARTICLE III: MEMBERSHIP**

1. Equal membership privileges will be given to all members of this organization. Eligibility for SHRM student membership is separate from student chapter membership and is based upon membership guidelines as set forth by SHRM.
2. All members must meet the following minimum guidelines for initial and continued membership in Angelo State SHRM:
	1. Cumulative GPA of 2.25 or higher.
	2. Enrolled at least half time in the current or preceding long semester (spring/fall).
	3. Enrolled in a degree plan related to the field of human resource management (e.g. pre-business, psychology, management).
3. Active members who fail to meet these requirements will be placed on probation for one long semester. Failure to achieve membership requirements by the end of that semester time will result in being dropped from membership.

**ARTICLE IV: ORGANIZATION**

1. **Chapter Leadership.** There will be an Executive Council composed of a Student Chapter Advisor, President, Vice President, Treasurer, Secretary, and Liaison Officer. This Council will be the advising and coordinating body responsible to the general membership of the chapter. All officers of this chapter shall be responsible for maintaining the chapter as a formal entity.
2. **Committees.** Officers will serve as committee chairs for the following: President for Professional Development committee, Vice President for Community Relations committee, Secretary for Communications and Recruiting committees, and Liaison Officer for Career Development committee.

**ARTICLE V: EXECUTIVE COUNCIL**

1. **Duties and Power.** Management of chapter practices, procedures, chapter dues and activities shall be vested in the Executive Council, which will consist of the officers listed in Article IV above and elected from this student organization. This chapter will decide qualifications of these officers, as necessary. The Executive Council must have nominated an individual for that individual to have been elected as an officer, and the chapter advisor must have approved all nominees for an officer position.
	1. As all members of the Executive Council perform specific administrative functions, all officers are to openly assist each other as needed in the efficient and professional performance of their respective duties.
	2. Liaison Officer shall serve as liaisons between this student chapter and its sponsor chapter.
2. **Qualifications.** All candidates for the Executive Council must be members of the Chapter in good standing at the time of nomination or appointment and for their complete term of office. The President must be a current SHRM student member in good standing throughout the duration of his/her term of office.
3. **Elections.** Elections for all positions for a one-year term shall be held annually in the last week of April, following the submission of the annual Student Chapter Merit Award Application. Student officers, who wish to continue in their current position and run for a second or possibly third term, may do so with the Advisor’s approval.
	1. Elections will be conducted through private ballot. The chapter advisor and at least one student chapter member will count the votes.
	2. Mail or electronic ballots can be used for the election of officers provided the chapter has had at least one in-person meeting that year.
4. **Vacancies.** If needed, the Student Chapter Advisor shall fill a vacancy on the Executive Council by appointing a temporary replacement. The matter shall then be brought to the attention of the general chapter membership. The membership will nominate and elect a fellow chapter member for the vacant position. In case of more than one candidate for a position, whoever captures the majority of votes is elected.
	1. Any vacancy in the Executive Council may be filled for the unexpired term by appointment of the Student Chapter Advisor with the consent of the Executive Council.
5. **Officer Appointment.** In the event that the Executive Council is unable to obtain nominees for all officer positions, the chapter advisor may interview the remaining members of the general membership and appoint them, with their consent, to positions stated in these bylaws in which the individuals will then represent this student chapter accordingly.
6. **Officer Removal.** Any officer may be removed from office, with cause, upon an affirmative vote of two-thirds of the entire Executive Council at a duly constituted Executive Council meeting, or at the behest of the Student Chapter Advisor. The officer shall be entitled to a due process hearing prior to any termination action being imposed.
7. **Advisor Selection.** The initial chapter advisor shall be approved by SHRM as part of the approval of the charter for this chapter. If a chapter advisor position becomes vacant, the general membership of this chapter will nominate a replacement. An offer to fill the vacant position will then be presented to the individual for acceptance. The primary chapter advisor must be a member of SHRM.
8. **Project Proposal.** Any proposed project or program shall be brought before the Executive Council, reviewed, and if approved, set up and directed by a committee formed for that specific purpose from the general membership on a voluntary basis. Committees shall coordinate their efforts with those of an appropriate Executive Council member, who will serve in an advisory capacity.

**ARTICLE VI: DUTIES AND RESPONSIBILITIES**

1. The responsibilities of each member of the Executive Council shall be as outlined in the position descriptions maintained by the Secretary and distributed to the Council. The position descriptions are subject to change as deemed necessary by the President, Student Chapter Advisor, and/or the Executive Council.
	1. **Student Chapter Advisor.** The guidance that the chapter advisor provides is the primary element in establishment and continuity of the student group. The advisor’s understanding of the human resource field and recognition of benefits of participation in an established professional community guides his or her actions. A general interest in and enthusiasm for the students’ efforts and activities and attendance at planned events are important contributions that the advisor makes throughout the year. The advisor serves as the primary contact for Society headquarters, receives chapter materials for distribution to officers, advises chapter officers on the formation and implementation of the chapter’s goals, objectives and programs and ensures that the chapter understands the role of SHRM as a professional organization.
	2. **President.** Shall preside at all meetings of this chapter; shall act as chairperson of the Executive Council and Professional Development committee. The president shall generate and update the chapter mission statement and annual goals/objectives. The president shall appoint chairpersons for standing and temporary committees, and shall administer the business of this chapter between regular meetings, exercising authority consistent with the powers given in these bylaws.
	3. **Vice President.** Shall perform the duties of the president in the event of his or her absence, disability or at the president’s request. If the office of the president becomes vacant, the vice president will temporarily act as president of this chapter. The chapter membership will then nominate and vote on a permanent replacement for the president. Shall also be responsible for coordinating the semester calendar of events for the chapter and chairing the Community Relations committee.
	4. **Treasurer.** The treasurer has the responsibility for gathering, distributing and managing the chapter’s funds. Sound chapter operations require the establishment of and adherence to realistic budgets. All officers should be informed of funds budgeted for chapter activities prior to planning for the year. The treasurer will also chair the Fundraising committee.
	5. **Secretary.** Shall take minutes of meetings, distribute meeting agenda and previous meeting minutes, circulate sign-in and sign-up sheets at meetings, make copies available of relevant announcements and any other materials for distribution at chapter meetings. The secretary shall also distribute all announcements, meeting agenda and minutes for chapter members through the email listserv. The secretary will chair both the Communications and Recruiting committees.
	6. **Liaison Officer.** The Liaison Officer shall serve as the connection between Angelo State SHRM and other organizations in the capacity of career development. These organizations include but are not limited to Concho Valley SHRM, Texas SHRM, the Small Business Development Center, and ASU Career Development. The Liason Officer will chair the Career Development committee and shall also perform addition­al duties assigned by the Presi­dent.

**ARTICLE VII: MEETINGS**

1. **Notice of Meetings.** Notice of the time and place of each meeting shall be given to each member at his or her e-mail address in the records of the chapter not less than three (3) nor more than thirty (30) days before the meeting.
2. **Quorum.** Members holding three-tenth of the votes entitled to be cast, represented in person or by conference call, shall constitute a quorum. Such quorum may, by majority vote of the members present, transact any business that may properly be brought before the meeting, except as otherwise indicated in these bylaws. A meeting may be adjourned or recessed by majority vote of the members present whether or not a quorum is present.
3. **Meeting Chair.** At all meetings of the members, the President, or if absent, the Vice President, shall preside as Chair. In the absence of said officers, the Chair shall be elected by a majority of the members present.
4. **Voting.** Every regular member of the chapter in good standing shall be entitled to one vote on any matter of the chapter’s business to be acted upon by vote of the membership.

**ARTICLE VIII: FINANCES**

1. Chapter dues will be required of all chapter members. This is in addition to the dues paid to SHRM or Concho Valley SHRM for student membership.
2. Continued membership requires dues in the amount of $25 per long semester (fall/spring).
3. New membership requires a fee of $50 for SHRM members or $100 for individuals who are not members of SHRM.
	1. Fifty dollars is due upon joining Angelo State SHRM.
	2. New members have 30 days from joining to demonstrate proof of membership with SHRM, pay the additional $50 membership fee, or be dropped as a member of Angelo State SHRM.
	3. Membership dues paid by dropped members are forfeited to Angelo State SHRM upon payment and will not be refunded under any circumstances except those required by law.
4. New members will receive an “Angelo State SHRM” polo shirt upon payment of membership fees.
	1. Continuing members will not receive additional polo shirt with payment of dues.
	2. Additional polo shirts may be purchased by any member for $25.

**ARTICLE IX: PARLIAMENTARY PROCEDURE**

Robert’s Rules of Order shall govern all parliamentary procedure unless otherwise specified.

**ARTICLE X: STATEMENT OF ETHICS**

1. The Chapter adopts SHRM’s Code of Ethical and Professional Standards in Human Resource Management for members of the Chapter in order to promote and maintain the highest standards among our members. Each member shall honor, respect and support the purposes of this Chapter and of SHRM.
2. The Chapter shall not be represented as advocating or endorsing any issue unless approved by the Executive Council. No member shall actively solicit business from any other member at Chapter meetings without the approval from the Executive Council.

**ARTICLE XI: AMENDMENTS**

The bylaws of this Chapter may be amended, at any time, by a majority vote of all voting members, provided that no such amendment shall be effective unless and until approved by the SHRM President/CEO or his/her designee as being in furtherance of the purposes of SHRM and not in conflict with SHRM bylaws. Any motion to amend the bylaws shall clearly state that it is not effective unless and until approved by the SHRM President/CEO or his/her designee. The officers of the Executive Committee shall be responsible for notifying all members of an upcoming amendment proposal and vote. The membership shall be notified at least two weeks prior to any amendment-voting meeting. The Student Chapter Advisor will be required to attend and supervise these meetings.

**ARTICLE XII: CHAPTER DISSOLUTION**

In the event of the chapter’s dissolution, the remaining monies in the treasury, after chapter expenses have been paid, will be contributed to an organization decided upon by the Executive Council or Student Chapter Advisor at the time of dissolution.

**ARTICLE XIII: WITHDRAWAL OF AFFILIATED CHAPTER STATUS**

1. Affiliated chapter status may be withdrawn by the President/CEO of SHRM or his/her designee as a representative of the SHRM Board of Directors upon finding that the activities of the Chapter are inconsistent with or contrary to the best interests of SHRM. Prior to withdrawal of such status, the Chapter shall have an opportunity to review a written statement of the reasons for such proposed withdrawal and an opportunity to provide SHRM with a written response to such a proposal within a thirty (30)-day period. In addition, when the Chapter fails to maintain the required affiliation standards as set forth by SHRM, it is subject to immediate disaffiliation by SHRM.
2. Disaffiliation indicates that this organization's status as a SHRM student chapter has been discontinued completely. All privileges provided to an affiliated student chapter are forfeited. Disaffiliation is permanent, except that an organization may be permitted to re-apply for a new student chapter after a period of time no less than one year from the date of the disaffiliation.

**ARTICLE XIV: TERMS USED**

As used in these Bylaws, feminine or neuter pronouns shall be substituted for those of the masculine form, and the plurals shall be substituted for the singular number in any place where the context may require such substitution or substitutions.

**Ratified by the Membership of Student Chapter and signed by:**

Student Chapter Advisor Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Chapter Advisor Printed Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Chapter President \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Chapter President Printed Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Approved by:**

SHRM President/CEO or President/CEO Designee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SHRM President/CEO or President/CEO Designee Printed Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NOTE: These bylaws are not effective until approved and signed by SHRM CEO or designee.**