

Jefferson County Human Resource Management Association (JCHRMA)
Chapter Bylaws

ARTICLE 1
NAME AND AFFILIATION

Section 1.1: Name. The name of the Chapter is Jefferson County Human Resource Management Association (herein referred to as the "Chapter"). To avoid potential confusion, the Chapter will refer to itself as Jefferson County Human Resource Management Association (JCHRMA) and not as SHRM or the Society for Human Resource Management.

Section 1.2: Affiliation. The Chapter is affiliated with the Society for Human Resource Management (herein referred to as "SHRM").

Section 1.3: Relationships. The Chapter is a separate legal entity from SHRM. It shall not be deemed to be an agency or instrumentality of SHRM or of a State Council, 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.

ARTICLE 2
PURPOSE

The purposes of this Chapter, as a non-profit organization, are:

- to provide a forum for the personal and professional development of our members;
- to provide an opportunity to develop leadership, managerial, public speaking and group decision-making skills;
- to provide an arena for the development of trust relationships where common problems can be discussed and deliberated;
- to provide an opportunity to focus on current human resource management issues of importance to our members;
- to provide a focus for legislative attention to state and national human resource management issues;
- to provide valuable information gathering and dissemination channels;
- to provide a pool of human resource management leaders for perpetuation of the Chapter and of SHRM;
- to serve as an important vehicle for introducing human resource management professionals to SHRM;
- to serve as a source of new members for SHRM; and
- to serve as part of the two-way channel of communications between SHRM and the individual members.

The Chapter supports the purposes of SHRM, which are to promote the use of sound and ethical human resource management practices in the profession and:

- to be a recognized world leader in human resource management;

- to provide high-quality, dynamic and responsive programs and service to our customers with interests in human resource management;
- to be the voice of the profession on human resource management issues;
- to facilitate the development and guide the direction of the human resource profession; and
- to establish, monitor and update standards for the profession.

ARTICLE 3 FISCAL YEAR

The fiscal year of the Chapter shall be the calendar year.

ARTICLE 4 MEMBERSHIP

Section 4.1: Qualifications for Membership. The qualifications for membership in the Chapter shall be as stated in Sections 4.3, 4.4, and 4.5 of this Article. To achieve the mission of the Chapter there shall be no discrimination in individual memberships because of race, religion, sex, age, national origin, disability, veteran's status, or any other legally protected class.

Section 4.2: Non-transferability of Membership. Membership in the Chapter is neither transferable nor assignable.

Section 4.3: Individual Membership. Membership in the Chapter is held in the individual's name, not an organization with which the member is affiliated.

Section 4.4: Professional Members. Professional membership shall consist of those individuals who are engaged as one or more of the following: (a) practitioners of human resource management; (b) hold an HR certification recognized by SHRM; (c) faculty members holding an assistant, associate or full professor rank in human resource management or any of its specialized functions at an accredited college or university; (d) full-time consultants practicing in the field of human resource management; and/or (e) full-time attorneys with at least three years experience in counseling and advising clients on matters relating to the human resource profession. Professional members may vote and hold office in the chapter.

Section 4.6: Student Members. Student membership shall consist of individuals who are (a) enrolled either as full-time or part-time college students; (b) able to provide verification of a demonstrated emphasis in human resource management subjects; and (c) able to provide verification of the college or university's human resources or related degree program. Student members may not vote or hold office in the Chapter.

Section 4.7: Application for Membership. Application for membership shall be on the Chapter application form. All applications shall be reviewed by the Membership Chair and approved by the Board of Directors or their designee. New members shall be afforded full membership rights from the date of application approval by the Board of Directors or their designee.

Section 4.8: Voting. Each Professional member of the Chapter shall have the right to cast one vote on each matter brought before a vote of the members. Student Members are not eligible to vote. Votes shall be tallied by the Executive Committee appointed by the Board of Directors.

Section 4.9: Dues. Annual membership is free to all registered members, however all who attend chapter events will be required to pay for their attendance at the event unless the event's cost has been covered by the chapter. Chapter event dues shall be established for the next year by the Board of Directors prior to the end of the current year for the new calendar year.

**ARTICLE 5
MEMBER MEETINGS**

Section 5.1: Regular Meetings. Regular meetings of the members shall be held on the second Tuesday of the month or as otherwise determined by the Board of Directors.

Section 5.2: Annual Meetings. The annual meeting of the members for electing Directors and Officers, and conducting other appropriate business shall be held in September or at such other time as determined by the Board of Directors.

Section 5.4: Notice of Meetings. Notice of meetings shall be given to all members at least seven days prior to the meeting.

Section 5.5: Quorum. Members holding one-tenth of the votes entitled to be cast, represented in person, via email, or by conference call, shall constitute a quorum. The vote of a majority of the members present at any meeting at which there is a quorum, either in person, via email, or by conference call, shall be necessary for the adoption of any matter voted on by the members, except to the extent that applicable state law may require a greater number.

**ARTICLE 6
BOARD OF DIRECTORS**

Section 6.1: Power and Duties. The Board of Directors (also referred to as the "Board") shall manage and control the property, business and affairs of the Chapter and in general exercise all powers of the Chapter.

Section 6.2: Board of Directors. The following shall be members of the Board of Directors: President, President-Elect, Past President, the Membership Chair, Treasurer, and Secretary. This group shall constitute the governing body of the chapter.

Section 6.3: Chapter Officers. The Board of Directors shall be considered Officers of the Chapter. In addition to the Board of Directors, those in chapter leadership positions as defined in Article 9 shall also be considered Officers of the Chapter.

Section 6.4: Qualifications. All candidates for the Board of Directors must be Professional members of the chapter in good standing at the time of nomination or appointment and for their complete term of office. Per SHRM Bylaws, the President must be a current member in good standing of SHRM throughout the duration of his/her term of office. The chapter also requires that each Board member be a current member in good standing of SHRM throughout the duration of his/her term of office.

Section 6.5: Election - Term of Office. All Officers for the chapter shall be elected by the members at the annual meeting of the membership from the proposed slate of the nominating committee appointed by the Board of Directors at the beginning of each election year. Each elected Officer shall assume office on January 1, following his/her election and shall hold office for two years or until his/her successor is elected and takes office.

Section 6.6: Vacancies. Any Officer vacancy may be filled for the unexpired term by appointment of the President with the consent of the Board of Directors.

Section 6.7: Quorum. A simple majority of the total Board of Directors shall constitute a quorum for the transaction of business. The act of a majority of the Board of Directors present at any meeting at which there is a quorum, either in person or by email, shall be the act of the Governing Body, except to the extent that applicable state law may require a greater number. In addition, the Board may act by unanimous written consent of all voting members.

Section 6.8: Board of Directors' Responsibilities. The Board of Directors shall transact all business of the Chapter except as prescribed otherwise in these Bylaws or other governing instruments of the Chapter. A Professional member in good standing may request the President to place on the agenda of the next regular Board of Directors meeting any action for consideration by the Board of Directors.

Section 6.9: Resignation. An Officer may resign at any time by filing a written resignation with the President. The President must file a written resignation with the Past-President and President-Elect.

Section 6.10: Removal of Director and Officer. Any Officer may be removed from office, with cause, upon an affirmative vote of two-thirds of the entire Board of Directors at a duly constituted Board of Directors meeting. The Officer shall be entitled to a due process hearing prior to any termination action being imposed.

ARTICLE 7

DUTIES AND RESPONSIBILITIES: BOARD OF DIRECTORS

The responsibilities of each member of the Board of Directors shall be as outlined in the position descriptions maintained by the Secretary and distributed to the Board. The position descriptions are subject to change as deemed necessary by the President and/or the Board.

Section 7.1: The President. The President shall preside at the meetings of the members and of the Board. He/she shall direct the Chapter and have charge and supervision of the affairs and business of the Chapter, subject to the ultimate management authority of the Board of Directors. He/she shall maintain liaison and be a current member in good standing of SHRM throughout the duration of his/her term of office. He/she will also work to share SHRM communications with the Board of Directors and chapter members.

Section 7.2: The President-Elect. The President-Elect, at the request of the President or in his/her absence or disability, may perform any of the duties of the President. He/she shall have such other powers and perform such other liaison duties as the Board or the President may determine. The President-Elect will assume the President's duties in the event of the President's resignation.

Section 7.3: The Past President. The Past President shall serve as an advisor to the President, and fulfill such duties as requested by the President and/or Board of Directors. In the event of the President's resignation, the Chapter may call on the guidance of the Past President for longer than the two-year term that is required of each Past President.

Section 7.4: The Membership Chair. The Membership Chair shall serve as chair of the Membership Committee. He/she shall encourage Chapter and SHRM membership growth and shall maintain the official membership roster of the Chapter. He/she shall have such other powers and perform such other duties as the President may determine.

Section 7.5: The Treasurer. The Treasurer shall be responsible for the financial affairs of the Chapter, including all required filings. These responsibilities shall include financial reports to the Board and coordinating arrangements for the annual examination audit of the accounts as may be required by the Board. He/she shall be responsible for membership dues/billing. He/she shall also perform such other duties as the President may determine.

Section 7.6: The Secretary. The Secretary shall be responsible for coordinating and reserving all meeting locations and catering as well as recording the minutes of all meetings of the Chapter and Board. This role also supports the President and Communications Chair with announcements and goals.

ARTICLE 8

DUTIES AND RESPONSIBILITIES: ADDITIONAL CHAPTER OFFICER POSITIONS

In addition to the Board of Directors, the following positions are also defined as Officers of the chapter. Similar to the Board of Directors, all individuals elected to these leadership roles will be required to be a current member in good standing of SHRM during his/her entire term of office.

Section 8.1: The Communications Chair: The Communications Chair shall be responsible for making all members aware of all member meetings, and shall be responsible for the activities related to the Chapter's social media and other electronic announcements.

Section 8.2: The Programming Chair. The Programming Chair shall be responsible for attaining speakers of the chapter meetings, planning progressively to align meeting topics with the needs of the chapter.

Section 8.3: The Sponsorship Chair. The Sponsorship Chair shall be responsible for procuring sponsors for the chapter at monthly meetings, by networking and building connections through means of conferences and other events.

Section 8.4: The Certification Chair. The Certification Chair shall be responsible for promoting and encouraging the members of the chapter to obtain certification of human resource professionals through SHRM. The Certification Chair communicates updates in the certification body, preparation courses and materials offered, and deadlines and fees.

Section 8.5: The Legislative Chair. The Legislative Chair shall serve as an advisor to the board of the chapter and be responsible for supplying monthly legal updates for the members of the chapter.

Section 8.6: The Diversity and Workforce Readiness Chair. The Diversity and Workforce Readiness Chair shall be responsible for assisting, engaging and educating the members of the chapter in valuing diversity in SHRM, our member companies and in the workplace in general.

Section 8.7: The Student Liaison Chair. The Student Liaison Chair shall be responsible for supporting and promoting the development of local student chapters by encouraging involvement in professional conferences, programs and other opportunities that align with the chapters' goals. The Student Liaison Chair is also responsible for providing guidance and direction to faculty advisors and student members and facilitating student involvement with chapter events and activities.

ARTICLE 9 COMMITTEES

Section 9.1: Committees. The establishment of both standing and ad-hoc committees shall be the right of the Board of Directors.

Section 9.2: Nominating Committee: The Nominating Committee is responsible for presenting the slate of proposed new chapter leaders (Board of Directors and Officers) at the Annual Meeting for membership vote. The Nominating Committee is appointed by the Board of Directors at the beginning of each election year.

Section 9.3: Committee Chairpersons. Appointment of Chairpersons to committees is the sole responsibility of the President. The Chairperson and the President will seek interested members to participate in committee activities. Special Committees or task forces may be organized by the President to meet particular Chapter needs.

Section 9.4: Committee Activity. Committees are established to provide the Chapter with special ongoing services, such as Membership, Programs, Professional Development, Communications, Marketing/Public Relations, etc.

ARTICLE 10 ELECTRONIC VOTING

Electronic ballots can be used for the election of Directors provided the Chapter has had at least one in-person meeting that year.

ARTICLE 11 STATEMENT OF ETHICS

The Chapter adopts SHRM's Code of Ethical and Professional Standards in Human Resource Management for members of the Association 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.

The Chapter shall not be represented as advocating or endorsing any issue unless approved by the Board of Directors. No member shall actively solicit business from any other member at Chapter meetings without the approval from the Board of Directors.

ARTICLE 12
PARLIAMENTARY PROCEDURE

Meetings of the Chapter shall be governed by the rules contained in Robert's Rules of Order (newly revised) in all cases to which they are applicable and in which they are consistent with the Law and the Bylaws of the Chapter.

ARTICLE 13
AMENDMENT OF BYLAWS

The Bylaws may be amended by a majority vote of the members present at any meeting at which a quorum exists and in which required notice has been met, 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.

ARTICLE 14
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 Board of Directors at the time of dissolution (e.g. the SHRM Foundation, a local student chapter, the State Council, an HR degree program, or other such organization or charity with purposes consistent with those of the Chapter).

ARTICLE 15
WITHDRAWAL OF AFFILIATED CHAPTER STATUS

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 the SHRM Board of Directors 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 the SHRM Board of Directors, it is subject to immediate disaffiliation by SHRM. After withdrawal of Chapter status, the SHRM Board of Directors may cause a new Chapter to be created, or, with the consent of the President/CEO of SHRM and the consent of the body which has had Chapter status withdrawn, may re-confer Chapter status upon such body.

ARTICLE 16
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. Note* These revised bylaws are not effective until approved and signed by SHRM CEO or designee


Ratified by the Membership of Chapter and signed by:

Chapter President

Date

Approved by

Date



SHRM President/CEO or President/CEO Designee

8/9/18

Date