

# **SHRM Student Chapter Bylaws**

Updated March 2011

**Chapter Name: FLORIDA GULF COAST UNIVERSITY**

**Chapter Number: 5425**

## **ARTICLE I: NAME**

- A. **Name.** This organization shall be known as the FLORIDA GULF COAST UNIVERSITY chapter of the Society for Human Resource Management (SHRM) or the SHRM Student Chapter. To avoid potential confusion, the Chapter will not refer to itself as SHRM or the Society for Human Resource Management.
- B. **Affiliation.** FLORIDA GULF COAST UNIVERSITY hereinafter referred to as the Chapter, shall be affiliated with the Society for Human Resource Management, hereinafter referred to as SHRM.
- C. **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.
- D. **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:**

- A. to provide FLORIDA GULF COAST 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 Human Resource Management Association of Southwest Florida and the SHRM organization.
- B. 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.
- C. 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.
- D. to provide a pool of human resource management leaders for perpetuation of the Chapter and of SHRM.
- E. to function as an important vehicle for promoting the field of human resource management to students.
- F. to serve as a source of new members for SHRM.
- G. to act as part of the two-way channel of communications between SHRM and the individual members.
- H. 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

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.

### ARTICLE IV: ORGANIZATION

- A. **Chapter Leadership.** There will be an Executive Council composed of a Student Chapter Advisor, Student Chapter Co-Advisor (*optional*), President, Vice President, Treasurer and Secretary. 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.
- B. **Optional Officer Positions.** Additionally, Director of the SHRM Merit Award, Director of Chapter Information Systems, Director of Communication, Director of Community Relations and Development, Director of Corporate Relations, and Director of Student Relations positions may be created and elected, as needed.

### ARTICLE V: EXECUTIVE COUNCIL

- A. **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.
  - a. 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.
  - b. Officers shall serve as liaisons between this student chapter and its sponsor chapter.
- B. **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.
- C. **Elections.** Elections for all positions for a one-year term shall be held annually at a time designated by the Executive Council, but should be held no later than four weeks before the end of the spring semester to allow sufficient time for a smooth transition and sharing of information between outgoing and incoming officers. 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.
  - a. Elections will be conducted through private ballot. The chapter advisor and at least one student chapter member will count the votes.
  - b. 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.
- D. **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, whomever captures the majority of votes is elected.

- a. 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.
- E. **Officer Appointment.** In the event that the Executive Council is unable to obtain nominees for all officer positions, the chapter advisor(s) may interview the remaining members of this 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.
- F. **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.
- G. **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 (and not just a member of a local SHRM chapter).
- H. **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

- A. 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. Student Chapter Coadvisor (Optional)
  - 3. President. Shall preside at all meetings of this chapter; shall act as chairperson of the Executive Council. 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.
  - 4. 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. The vice president oversees the director of corporate relations, the director of finance and the director of student relations.

5. 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.
  6. 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 listserv.
- B. Other positions may be necessary depending on the needs of the chapter as well as availability of students for those roles. The positions provided below are not required.
1. Director of Chapter Information Systems. Shall develop, maintain and regularly update the chapter website, list serves, and membership database.
  2. Director of Communication and Social Media. Shall update chapter bulletin board, post fliers and contact interested student organizations to advertise upcoming chapter events, submit articles publicizing chapter events to media outlets, promote chapter and events through social media, and generate a chapter newsletter.
  3. Director of Community Relations and Development. Shall pursue and organize community service projects and fund-raising events, and shall be responsible for recruiting and coordinating volunteers for chapter marketing, recruitment and retention programs.
  4. Director of Programming. Shall contact and coordinate speakers for chapter meetings. Shall identify speakers on various topics of interest to chapter members, formally invite them to present; send a confirmation letter with the time, date, topic and directions to campus; host, schedule audiovisuals, and provide technical assistance as needed the day they present; and send thank you letters after their visit. Shall generate the speaker calendar each semester and maintain a speaker database to keep track of past speakers, topics and chapter members' evaluation of their presentation.
  5. Director of Student Relations. Shall welcome new and help retain existing members, recruit from HR classes, provide forms for joining SHRM, and assist and mentor students in ways that enrich their chapter membership experience. Shall maintain graduated student database—to which student information is transferred from the membership database to this alumni database—and record graduating student job placement information, including (minimally) hiring company and position.
  6. Director of SHRM Merit Awards. Shall advise, track and record how chapter activities fit SHRM Student Chapter Merit Award guidelines. At least twice a semester, shall inform chapter on point totals, and shall submit the Student Chapter Merit Award application to SHRM.

## ARTICLE VII: MEETINGS

- A. **Notice of Meetings**. Notice of the time and place of each meeting shall be given to each member at his or her post office address or e-mail address in the records of the chapter not less than seven (7) nor more than fourteen (14) days before the meeting.
- B. **Quorum**. Members holding one-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.
- C. **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.

- D. **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**

If necessary, chapter dues will be required of all chapter members. This is in addition to the dues paid to SHRM for student membership. The chapter member dues amount will be proposed and voted on by the Executive Council, provided that the chapter advisor(s) shall have reviewed and approved such dues amount.

#### **ARTICLE IX: PARLIAMENTARY PROCEDURE**

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

#### **ARTICLE X: STATEMENT OF ETHICS**

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.

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 (e.g. the SHRM Foundation, another student chapter, an HR degree program, or other such organization or charity with purposes consistent with those of the chapter.)

#### **ARTICLE XIII: 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 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.

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.**