



# SEK-SHRM Bylaws

## Article I -- Identification

Section 1: Name- The name of the organization shall be the Southeastern Kentucky Society for Human Resource Management.

Section 2: National Affiliation-The Southeastern Kentucky Society for Human Resource Management, hereinafter referred to as SEK-SHRM, shall be affiliated with the national Society for Human Resource Management (SHRM).

## Article II -- Purposes

The purposes of SEK-SHRM shall be as follows:

- a. To provide each member an opportunity to become acquainted with others in this region who are engaged in Human Resource work.
- b. To afford a medium for the exchange of information, ideas and experiences in human resource management.
- c. To provide opportunities for members to enhance their professional growth.
- d. To uphold and communicate the Code of Ethics set forth by the national Society for Human Resource Management (see addendum).

## Article III -- Membership

Section 1: Qualifications for Membership. The qualifications for membership in the Chapter shall be as stated in Sections 2, 3 and 4 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 or handicap. Memberships are individual and are not transferable to other individuals.

Section 2: Professional Members. Professional members may vote and hold office in the chapter. Membership shall be limited to those individuals who are

- a. engaged in the profession of human resource management at the exempt level for at least three years;
- b. certified by the Human Resource Certification Institute and/or a member of the national Society for Human Resource Management;
- 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 and have at least three years of experience at this level of teaching;

- d. full-time consultants with at least three years experience in the field of human resource management;
- e. full-time attorneys with at least three years experience in counseling and advising clients on matters relating to the human resource profession.

Section 3: Associate Members. Associate members may not vote or hold office in the Chapter. Membership is for individuals who are

- a. are engaged in the profession of human resource management at the exempt level for less than three years;
- b. are engaged in the profession of human resource management at non-exempt level;
- c. do not meet the general member category, but who demonstrate a bona fide interest in human resource management and the mission of the Chapter.

Section 4: Honorary Life Members. The Executive Committee may designate and elect as honorary life members of SEK-SHRM individuals who are deemed to have made significant contributions through serve and accomplishments in the field of human resource administration. Individuals who are retiring or leaving the area and past Presidents may be designated for this class of membership. There shall be no annual dues applicable to these members.

Section 5: Student Members. Student members may not vote or hold office in the Chapter. Individuals who are enrolled as full time students in human resources degree programs at the college or university level.

Section 6: Application for Membership. Application for membership shall be on the chapter application form. All applications shall be reviewed by the Vice President for Membership and approved by the Board of Directors. New members shall be afforded full membership rights from the date of application approval by the Board of Directors.

Section 7: 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. Associate and Student Members are not eligible to vote. Votes shall be judged by an Ad Hoc Committee appointed by the Board of Directors.

Section 8: Dues. Annual membership dues shall be \$20. Annual dues shall be waived for individuals who are members with both SHRM and the Chapter. Dues are payable in January of each year. New members who are approved for membership after September 30 will have membership extended through the end of the next year. If a member's dues become 30 days overdue, the Treasurer shall notify the member in writing and advise the Board. Any individual member delinquent 60 days will be automatically suspended. To be reinstated, the individual must pay the delinquent amount plus pay a \$10 reinstatement fee.

Section 9: National Membership – Simultaneous membership in SHRM is encouraged but is not required. At least ten (10) members or thirty percent (30%) of SEK-SHRM's active membership, whichever is greater, must be members of the national Society for Human Resource Management to maintain affiliation.

Section 10: Membership Approval – Application for membership shall be in writing on the form designated by SEK-SHRM. All membership requests must be reviewed and approved by the Board of Directors.

Section 11: Termination of Membership – The Board of Directors has the authority to terminate any member's membership who, in the judgment of a majority of the Board, fails to comply with the bylaws of this organization or who:

- a. by his/her actions, casts adverse reflection on SEK-SHRM.
- b. Fails to attend at least three (3) of the regularly scheduled meetings annually.
- c. Fails to pay his/her dues within 60 days of the due date.
- d. Solicits business as a result of information learned or contacts made through membership in SEK-SHRM.

Section 11: Guest Attendance – An individual who is not a member shall be limited to attending no more than three meetings of SEK-SHRM annually. Guests must have been invited and be accompanied by an SEK-SHRM member.

#### **Article IV -- Meetings**

Section 1: Regular Meetings – Regular meetings shall be held monthly at such times and places as the members may designate.

Section 2: Notice of Meetings – A notice of all regular meetings shall be sent to all members at least seven days prior to the meetings.

Section 3: Quorum – A majority of the total membership shall constitute a quorum.

#### **Article V -- Officers/Board of Directors**

Section 1: Number – The following shall be members of the Board of Directors: the President, the President-Elect, the Vice President for Membership, the Secretary, the Treasurer, and the immediate past President. The number of Directors and/or additional members of the Board may be changed from time to time by Board resolution.

Section 2: Qualification – All candidates for Officer or Director positions must be qualified members of SEK-SHRM in good standing at the time of nomination or appointment. All Officers may not be elected to serve more than two (2) consecutive terms in the same position.

Section 3: Election & Term of Office – All elected Officers and Directors shall be chosen as provided in these Bylaws, annually in September. Each elected Officer and Director shall spend the fourth quarter becoming aware of his/her duties and leadership roles and officially assume office on January 1, of the year following his/her elections and shall hold office for one year or until his/her death, resignation, or removal.

Section 4: Vacancies – Any vacancy in the Board shall be filled for the unexpired term by vote of a majority of the Board in attendance at any regularly constituted meeting.

Section 5: Officer Rank – The Officers of SEK-SHRM shall rank as follows: President, President-Elect, Vice-President for Membership, Secretary, Treasurer.

Section 6: Quorum – A majority of the total Board membership shall constitute a quorum for the transaction of business. The act of a majority of the Board members present at any meeting at which there is a quorum shall be the act of the Board.

#### **Article VI -- Duties of Individual Officers/Board Members**

Section 1: President – The president shall:

- a. have general charge and supervision of the affairs and business of SEK-SHRM.
- b. preside at the meetings of SEK-SHRM and the Board of Directors.
- c. appoint and be a member ex-officio of all committees.

- d. authorize SEK-SHRM expenditures between \$50 and \$100.
- e. automatically become a member of the Board of Directors for one year following the term of President.
- f. administer SEK-SHRM Bylaws and coordinate SEK-SHRM business with the national Society for Human Resource Management, the State Council and Presidents of other Human Resource organizations as necessary.
- g. represent SEK-SHRM at State Council meetings.
- h. promote and encourage SEK-SHRM member accreditation.
- i. be a member of the national Society for Human Resource Management.

Section 2: President-Elect – The President-Elect shall:

- a. at the request of the President, or in his/her absence or disability, perform any of the duties of the President.
- b. propose for Board approval a schedule of meetings which will include approximately 2-3 speakers, 3-4 roundtables and 1 social event (which can be a fundraising activity).
- c. ensure that speakers covering a broad range of Human Resource topics are arranged for, through a committee or the general membership.
- d. inform the Secretary of each speaker's meeting topic at least two weeks in advance to facilitate timely announcements.
- e. ensure that an appropriate meeting place is reserved.
- f. ensure that any audio-visual equipment requested by a speaker is located and set-up for meetings.
- g. get appropriate approvals for expenditures and report such expenses promptly to the Treasurer.
- h. perform such other duties as the President may determine.

Section 3: Vice President of Membership – The Vice President of Membership shall:

- a. examine each application for membership to verify the qualifications of the applicant and determine whether said applicant should be a Regular or Affiliate member.
- b. keep records of the number of Regular and Affiliate members and inform the Board of such, so that the appropriate ratio will be maintained.
- c. recruit candidates for membership.
- d. publish and keep current a membership directory providing information regarding members' Human Resource functions and company information to facilitate information exchange among members.
- e. encourage SEK-SHRM members to become members of the national Society for Human Resource Management.
- f. keep records of the number of national members who are SEK-SHRM members to ensure that SEK-SHRM does not fall below the required minimum to maintain national affiliation.
- g. maintain name tags for all members.
- h. maintain attendance records of members and guests to ensure compliance with the Bylaws.
- i. perform such other duties as the President may determine.

Section 4: Secretary – The Secretary shall:

- a. be responsible for the preparation of a record of the proceedings of all meetings of the Board and of any other business meeting of SEK-SHRM.

- b. conduct the correspondence of SEK-SHRM at the direction of the President.
- c. prepare and distribute monthly meeting notices.
- d. act as SEK-SHRM Historian, maintaining a repository of information, data and record of all SEK-SHRM documents and activities.
- e. perform such other duties as the President may determine.

Section 5: Treasurer – The Treasurer shall:

- a. invoice members for annual local SEK-SHRM dues
- b. collect and record all dues and any other monies due SEK-SHRM and deposit the same in the bank(s) designated by the Board.
- c. pay all bills with the approval of the President for expenses that are \$50 to \$100; and with the approval of the Board for expenses that exceed \$100.
- d. maintain an itemized record of all receipts and expenditures and submit a written report at each Board meeting and at least annually to the full membership.
- e. perform such other duties as the President may determine.

**Article VII -- Responsibilities of the Board**

The Board of Directors shall:

- a. have charge of all matters pertaining to the activities and operation of SEK-SHRM, and shall have the power to define all duties and privileges of membership, including the responsibility of members for attendance.
- b. have responsibility to ensure that all members act according to the Code of Ethics specified in these Bylaws.
- c. designate the bank(s) in which SEK-SHRM monies will be deposited.
- d. approve all expenditures over \$100.
- e. approve all memberships to SEK-SHRM.
- f. audit all memberships to ensure that members remain in good standing.
- g. ratify all appointments.
- h. appoint the Nominating Committee which shall be chaired by the immediate past President.
- i. make recommendations to SEK-SHRM membership regarding all proposed amendments to the Bylaws.

**Article VIII -- Elections**

Section 1: Elections –

- a. Votes Required – Each Officer and Director shall be elected on the basis of a plurality of votes cast for that position.
- b. Tie Votes – In the event a tie occurs during an election through two or more candidates for the same position receiving the same number of votes, successive balloting shall be conducted until one candidate receives a plurality.

Section 2: Referendum and Other Mail Balloting – The Board of Directors or President may submit any matter of SEK-SHRM's business to the voting membership for resolution by mail ballot.

### **Article IX -- Parliamentary Procedure**

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

### **Article X -- Amendments of Bylaws**

The Bylaws may be amended by a two-thirds affirmative vote of the regular members present at any scheduled meeting of SEK-SHRM, provided that notice of the proposed amendment is published and distributed to all regular members at least two weeks prior to such meeting.

### **Article XI -- Dissolution**

In the event of the dissolution of SEK-SHRM, any net assets will be distributed to the SHRM Foundation or such other not for profit organization as may be decided by the membership.