

# Eastern Connecticut State University SHRM Student Chapter Constitution

**Mission Statement:** To gain knowledge and insight into the effective management of human capital. As a student club of the Eastern community, the Eastern Connecticut State University SHRM Student Chapter's goal is to promote the exchange of work-related experiences of established business professionals with the academic perspectives of student and faculty members, through open forums and information exchanges.

## **ARTICLE I - NAME**

The name of this club shall be Eastern Connecticut State University Society for Human Resource Management (SHRM) Student Chapter.

## **ARTICLE II - PURPOSE**

It shall be the purpose of this organization to enrich the students' educational experience and inform students of current developments/issues/practices in the field of Human Resource Management (HRM). This shall be accomplished through:

- a) To explore future careers in the HRM field through guest speakers, workshops, and hands-on experience.
- b) To promote friendly relations between students, faculty and business professionals.
- c) To develop members' resumes and workforce skills.
- d) To provide valuable networking opportunities.
- e) To serve as a new source of members for SHRM.
- f) To provide a pool of human resource management leaders for the perpetuation of the Chapter and of SHRM.

## **ARTICLE III - MEMBERSHIP**

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| Section 1 | This organization will be open to all students currently registered at Eastern Connecticut State University.  |
| Section 2 | Anyone who attends three consecutive meetings will be considered a voting member of the ECSU SHRM Student Chapter. However, anyone who has three inexcusable absences from regular meetings during the same semester will lose their voting privileges.   |
| Section 3 | All members of the Executive Board must pay the SHRM Student Membership Fee. 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. |
| Section 4 | All members must dress in business-casual attire for events where business professionals will be present.   |
| Section 5 | No absentee membership will be allowed.   |
| Section 6 | Membership shall not be denied to any student because of race, religion, gender, color, ancestry, national origin, age, sexual orientation, disability or veteran status except as sanctioned by federal or state law.  |

- Section 7 Any student who wishes to run for office must have a 2.7 GPA.
- Section 8 Eligibility to hold office will be determined by current Executive Board. Interviews will be held before a student can run for office.
- Section 9 All members of the Executive Board must pay dues.

#### **ARTICLE IV - EXECUTIVE BOARD & OFFICERS**

- Section 1 The membership of the Executive Board shall consist of the President, Co-President, Vice-President, Secretary and Treasurer. Faculty Advisor shall serve as a non-voting ex-official member of the Executive Board.
- Section The Executive Board shall have general supervision of the affairs of the organization between its regular business meetings and shall make policy recommendations to the organization. The Executive Board shall be subject to the rules of the organization and shall not act in conflict with actions taken by the organization.
- Section The Executive Board will hold additional meetings consisting of only Executive Board members and the Faculty Advisor.
- Section The Executive Board shall have the power to establish all standing and ad hoc committees of the organization. The President, with the advice and consent of the Executive Board, shall have the power to appoint the chairpersons of all standing and ad hoc committees.
- Section The Executive Board shall meet monthly during the academic year. Meetings of the Executive Board shall be called by the President of the organization.
- Section The President and the Executive Board will create a meeting schedule at the beginning of each semester with the correct time, date and place of the meetings. The times, place and dates of meeting are subject to change if need be. The President will notify members of any schedules meeting time, place or date no later than two days in advance.
- Section A majority of the membership of the Executive Board shall constitute a quorum. All decisions made by the Executive Board shall be by a majority vote of the members present and voting.

## **ARTICLE V - ENUMERATION OF POWERS AND DUTIES OF OFFICERS**

Officers shall perform the duties prescribed by this constitution and by the parliamentary authority adopted by the organization. Duties shall include but shall not be limited to the following.

### **Section 1      The President shall:**

- a. Preside at all meetings of this chapter;
- b. Have the power to call executive board meetings and all regular and special meetings of the organization;
- c. Sign all official papers related to the club (including financial paperwork in the absence of the treasurer);
- d. Have the power, with the advice and consent of the Executive Board, to appoint the chairpersons of all standing and ad hoc committees;
- e. Appoint a temporary secretary to take minutes when the secretary is absent;
- f. Act as the spokesperson for the organization;
- g. Be an ex-officio member of all standing and ad hoc committees except the nominating committee.
- h. Liaison with professional sponsoring organization at least once per year.

### **Section 2      The Vice-President shall:**

- a. Assist the president with responsibilities as needed;
- b. Carry out the duties of the president in the absence of the president;
- c. Automatically assume the powers and duties of the President if the President resigns, if the office of President becomes vacant, or if the President is impeached;
- d. Coordinate the semester calendar of events for the chapter;
- e. Serve as coordinator of all standing and ad hoc committees;
- f. Overseas the director of corporate relations, the director of finance, and the director of student relations;
- g. Be an ex-officio member of all standing and ad hoc committees.

### **Section 3      Treasurer shall:**

- a. Gather, distribute and manage the chapter's funds;
- b. Expend funds as authorized by the membership of the organization as indicated in the organization's minutes;
- c. Keep an accurate account of all receipts, membership dues, and expenditures of the organization;
- d. Complete, sign, and submit all financial paperwork;

- e. Submit a financial report;
- f. Keep track of the club's accounts, income, and expenditures;
- g. Give a Treasurer statement of balance at every meeting;
- h. Request financial assistance from the Student Government Association and Budget and Management Committee if needed;
- i. Be responsible for the organization complying with the policies and procedures set forth by the Student Activities office.

Section 4      The Secretary shall:

- a. Keep a proper record of all activities of the club, including the minutes of every meeting;
- b. Take attendance at all business meetings of the organization;
- c. Prepare a roll call of members and call it when necessary;
- d. Authenticate by his/her signature all records and documents of the organization;
- e. Carry on the official correspondence of the club; which will be signed by the president;
- f. Give 72 hours of notice of all meetings;
- g. Distribute minutes within 48 hours of the meeting in accordance with the procedure set by the Student Activities Office;
- h. Make copies available of relevant announcements and any other material for distribution at chapter meetings.

**ARTICLE VI - ADVISOR(S)**

- Section 1      The advisor shall be chosen by the membership at a duly constituted meeting of the organization by majority vote.
- Section 2      The faculty advisor shall serve as a non-voting ex-officio member of the Executive Board.
- Section 3      The advisors shall give advice for the better performance of the organization.
- Section 4      The advisor shall meet his/her responsibilities to the organization as stated in written directives issued by the Student Activities Office and in the Club Advisor's Operating Manual located on the Student Activities Website.
- Section 5      The advisor shall serve at the discretion of the University.

## **ARTICLE VII - NOMINATION AND ELECTION OF OFFICERS**

- Section 1 Elections shall be held for all offices, including those that are filled temporarily.
- Section 2 Officers shall be elected for a term of one (1) year or until their successors are elected. They shall hold office until the start of each academic year when their successors shall assume office.
- Section 3 Elections shall be held during the spring semester. Elections shall take place no earlier than March 1<sup>st</sup> and no later than April 1<sup>st</sup> of each year.
- Section 4 Only active members shall be allowed to vote. Voting shall be by secret ballot unless there is only one candidate for an office in which case election may be by voice vote.
- Section 5 Officers shall be elected by a majority of those members voting in the election. If no candidate receives a majority vote on the first ballot, a revote will occur with the President casting a vote.
- Section 6 Notification of elections and nominations must be given a week's notice prior to voting.
- Section 7 Elections will be conducted through private ballot. The chapter advisor and at least one student chapter member will count the votes.

## **ARTICLE VIII - VACANCIES**

- Section 1 In the event of the vacancy of the office of President, the duties will be carried out by the Vice-President. The office of Vice-President will be offered to the Secretary and/or Treasurer. If neither officer wish to fill the Vice Presidency and election for the position will be held. If an existing officer does accept the Vice Presidency an election will be held for the vacant position.
- Section 2 In the event of the vacancy of any other offices, the President will appoint a temporary officer and an election will be held as per the provision of Article VI Section 1.

## **ARTICLE IX - IMPEACHMENT AND/OR RECALL**

- Section 1 Any officer is subject to impeachment and /or recall and removal from the office for failing to fulfill his/her constitutional responsibilities.

- Section 2 An impeachment request must be given at least a week in advance of the actual impeachment voting. Both the request and the voting must take place during regular meetings.
- Section 3 Upon conclusion of the discussion and arguments for and against impeaching the officer, a vote shall be taken. No officer shall be impeached except by a two-thirds (2/3) vote. Voting shall be by secret ballot.
- Section 4 An officer who is impeached shall immediately relinquish his/her office but shall be allowed to maintain active membership in the organization unless his/her actions have brought discredit to the organization.
- Section 5 If an officer is impeached, the organization shall fill the position following the procedures outlined under Vacancies.

### **Article X - Meetings**

- Section 1 Meetings of the organization shall be held at least once a week during the academic year. There must be 48 hours of notice of all emergency meetings.
- Section 2 Quorum... a quorum shall be defined as 50% + 1 member of the club's total voting membership. A quorum must be present for any action to take place by membership.
- Section 3 A quorum shall be required to conduct any official business of the organization except to adjourn.
- Section 4 If voting results in a tie a re-vote will take place with the President casting a vote.

### **Article XI - Amendments**

- Section 1 Amendments to this constitution must be approved by a 2/3 majority of the voting membership present.
- Section 2 Proposed amendments to the constitution shall be automatically tabled until the next scheduled meeting of the organization.
- Section 3 Prior written notice of the proposed change(s) and the date of the meeting at which the proposed change(s) shall be voted on shall be provided to all members of the organization.

Section 4       The constitution may be amended at a duly constituted meeting of the organization by a two-thirds (2/3) vote provided that prior notice has been given.

#### **Article XII - Parliamentary Authority**

Robert's Rule of Order, Newly Revised shall act as the Parliamentary authority for all meetings of the club.

#### **Article XIII - Ratification**

This constitution must be ratified by a majority vote at a regular meeting and approved by the Student Government Association Budget and Management Committee.

#### **Article XIV: 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 Board, provided that the chapter advisor(s) shall have reviewed and approved such dues amount.

#### **Article XV: 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 Board. No member shall actively solicit business from any other member at Chapter meetings without the approval from the Executive Board.

#### **Article XVI: Amendments**

The Constitution of this Chapter may be amended, at any time, by a majority vote of all voting members. 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 Board 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 XVII: 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 Board 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 XVIII: 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 XXIV: Professional Sponsorship**

This chapter is being sponsored by the ....a regional of SHRM. It shall be within the duties of the president/co-president to maintain the relationship with these professionals for LR.

**Date approved by the chapter:** \_\_\_\_\_

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**Signature of the Faculty Advisor**

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**Signature of the President**

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**Signature of the Vice-President**

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**Signature of the Secretary**

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**Signature of the Treasurer**