

Tuscaloosa Human Resource Professionals By-Laws

ARTICLE I – NAME

Section 1: The Organization shall be known as the Tuscaloosa Human Resource Professionals (herein referred to as the Chapter or THRP.) To avoid potential confusion, the Chapter will refer to itself as THRP and not as SHRM or the Society for Human Resource Management.

Section 2: The Chapter is affiliated with the Society for Human Resource Management (herein referred to as SHRM).

Section 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 II – OBJECTIVES

- A. To be the Voice of the Profession on human resource management issues in the Tuscaloosa community.
- B. To provide opportunities for the development and maintenance of professional competence in the human resource management field.
- C. To raise the standards of performance in all phases of Human Resource Management, Human Resources and Industrial Relations.
- D. To encourage interest and coordination of efforts among individuals, groups, government, and private agencies concerned with human resource management issues and opportunities.
- E. To equip members to add value to their organizations.

ARTICLE III – MEMBERSHIP

- A. Prospective members may apply in writing at any time by submitting a completed Chapter application form. Annual dues appropriate to the membership category sought must be paid upon approval.
- B. The Board of Directors will decide acceptance of applications for membership.
- C. Any prospective member is encouraged to be a member of SHRM. No more than 49% of the membership may be non-SHRM members. Membership may be revoked by transfer to employment outside specified membership categories.
- D. Categories of Membership shall be:

- 1. PROFESSIONAL MEMBERS:** Individuals engaged in human resource management with at least three years' experience at the exempt level or certified by the Human Resource Certification Institute. These members may hold office and have voting privileges.
- 2. GENERAL MEMBERS:** Individuals engaged in human resource management at the exempt level but do not meet the requirements for Professional member. General members have voting rights and may serve in special committees or functions, but may not hold office.
- 3. ASSOCIATE MEMBERS:** Individuals in non-exempt Human Resource Management positions and Academic Professionals whose primary field of study or primary responsibility is associated with human resource management and practices. Associate members shall not have voting privileges or hold elected office, but may serve on special committees or functions as provided herein.
- 4. HONORARY MEMBERS:** Any person so designated by the Board of Directors.
- 5. SPECIAL MEMBERS:** Human Resource practitioners who have held a Professional, General, Associate, or Honorary Membership, who are either retired or actively seeking employment in the Human Resources field. Special Members have voting rights and may serve on special committees or functions, but may not hold office.
- 6. CONSULTANTS:** Individuals who do not meet the requirements for Professional membership, but who have at least three years paid work experience in counseling and advising clients on matters relating to the HR profession. Consultant members shall not have voting privileges or hold elected office, but may serve in special committees or functions as provided herein. At no time shall any consultant member solicit business during business meetings unless otherwise approved by the board. Consultant members may not sell or provide membership information to any other individual or organization and may not use such information for any kind of mass marketing activity.
- 7. STUDENT MEMBERS:** Individuals who are actively enrolled in a degree program at the college or university level and are members of the affiliated student chapter. Students who are employed as full-time professionals will not qualify for student membership. Student members shall have no vote, and may not hold office.
- 8. VENDOR MEMBERS:** Individuals who are not otherwise classified but whose organizations provide goods and services associated with the Human Resource profession. Vendor members shall not have voting privileges or hold elected office, but may serve on special committees or functions as provided herein. At no time shall any Vendor member solicit business during business meetings unless otherwise approved by the board. Vendor members may not sell or provide membership information to any other individual or organization and may not use such information for any kind of mass marketing activity. No more than 15% of membership may be comprised of Vendor members. At no time shall any member use the Organization to secure personal advantage or promote any personal business interests.

ARTICLE IV – MEETINGS

Regular meetings shall be held as determined by the Board with a minimum of four meetings per year. Meetings may be omitted or meeting dates changed by a two-thirds vote of Board members present at the Board meeting when votes are cast.

ARTICLE V – OFFICERS AND RESPONSIBILITIES

A. President

- Coordinates activities of the Organization.
- Presides at meetings of the Board of Directors and during business sessions of general Chapter meetings
- Appoints non-elected leadership positions as required by SHRM or by the membership of THRP.
- Reports to the membership at scheduled meetings.
- The President must be a member of SHRM for the duration of his/her term of office.

B. Vice President of Membership

- Promotes membership growth and retention.
- Coordinates recruitment of new members.
- Corresponds with prospective members.
- Submits applications for membership that meet criteria as stated in the By-Laws to the Board of Directors for approval.
- Corresponds with applicants after Board votes on application.
- Maintains record of member meeting attendance.
- Reports to the membership at scheduled meetings.

C. Vice President of Programs

- Serves as Chair of the Program Committee.
- Plans programs for regular meetings of members.
- Plans an annual calendar of activities.
- Coordinates seminars and service projects.

- Reports to the membership at scheduled meetings.

D. Vice President of Communications

- Publishes monthly newsletter.
- Publishes other communication to members as needed.
- Handles correspondence as directed by the Board.
- Serves as the primary Chapter spokesperson.
- Reports to the membership at scheduled meetings.
 - Maintains a membership database for the entire chapter membership, including membership categories and demographics.

E. Treasurer

- Invoices and account for annual dues and other receipts.
- Handles receipts and accounts payable for all functions.
- Maintains the Chapter's bank account records.
- Monitors percentage of SHRM membership.
- Prepares a monthly financial report for Board meetings.
- Prepares annual budget.
- Reports to the membership at scheduled meetings.
- Corresponds with and files tax reports with IRS annually.

Maintains and regularly publish a current membership list.

F. Recording Secretary

- Records, distributes and maintains minutes of all meetings of the chapter.
- Completes miscellaneous projects as needed.
- Serves as Chapter historian. Maintains in permanent form minutes of all Chapter and Board meetings, membership applications, newsletters, reports, forms and other official Chapter documents.

Maintains current version of by-laws

G. Past President

- Advises other officers regarding Chapter activities and decision making.
- Provides continuity in Board of Directors.
- Serves as Nominating Committee Chairperson.

Only those individuals who hold Professional Membership shall hold office.

H. Removal of Director and Officer

Any Officer or Director 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 or Director shall be entitled to a due process hearing prior to any termination action being imposed. **Add**

ARTICLE VI – ELECTION OF OFFICERS

Section 1: Election of Officers

A. Nomination of Officers – Nominations will be submitted during the month of September to the Nominating Committee. The Nominating Committee will present to the Organization at least two weeks prior to the regular November meeting a list of nominations for each office. **B. Election of Officers** – Elections shall be held during the regular meeting of the month of November and elected officers shall assume office January 1 of the next year. **Changed from September to November**

C. Term of Service – Officers shall serve for one (1) year.

D. Votes required – Each officer shall be elected on the basis of a plurality of votes cast for that office.

E. Tie Votes – In the event a tie occurs, successive balloting shall be conducted until one candidate receives a plurality.

Section 2: Referendum and Other Mail Balloting

The elected officers may submit any matter of the Organization's business to the voting membership for resolution by mail, email or fax ballot.

ARTICLE VII – COMMITTEES

Board of Directors: The Board of Directors shall consist of the elected Officers, the Past President, and committee members designated by the President, and shall act for and on behalf of the Chapter, subject only to such restrictions and limitations as the Chapter may from time to time specify. The President will serve as Chairperson. The Board shall direct the affairs of the Chapter regarding, but not limited to, the areas of membership, programs, planning, policy, and chapter finances, with Officers of the Chapter serving as the only voting members of the Board.

Quorum: At least one-third of the number of directors is required to make a quorum to conduct business for the Chapter.

Nominating Committee: The immediate Past President will serve as Chairperson, along with three members appointed by the President.

Other Committees: The Board of Directors may elect to establish other committees for such purpose as may be required from time to time. At such time that any committee is established, the President may appoint its chairperson.

ARTICLE VIII – AMENDMENT OF BY-LAWS

The by-laws may be amended by sending a draft to SHRM for approval by the SHRM President/CEO or his/her designee as being in furtherance of the purposes of SHRM and not in conflict with the SHRM bylaws. Once the by-laws are approved by SHRM, they are presented at any regular meeting and amended by a two-thirds affirmative vote of the eligible members present (with paid-up membership and voting privilege.) Notice of the proposed amendment must be published and distributed to all members at least seven days prior to such meeting.

ARTICLE IX – FINANCIAL

Section 1: Dues

The board shall determine the annual dues each year and members shall be notified prior to renewal of dues.

Dues are payable in advance annually. The dues year begins January 1. Applicants approved for membership on or after July 1 of each year shall have their dues computed on a pro-rata basis for the remainder of the first year of membership.

- There will be no refund or transfer of dues. When a member fails to make suitable arrangements or fails to pay the annual dues by the end of the quarter after such dues becomes payable, their continued membership will be brought before the Board of Directors.

Section 2: Expenses

- The Chapter shall sponsor attendees to the State Council meetings on a quarterly basis, the annual SHRM Leadership Conference, and other SHRM functions as approved by the Board. Any reasonable expense as defined in the THRP travel policy will be reimbursed to the President and other chapter members that have received the prior approval of the Board and contingent upon available funds.

Section 3: Sponsorships and publicity opportunities

- Any member is eligible to participate in financial sponsorship opportunities as designated by the board, including associated publicity as approved by the program chair. Such publicity may include elements such as displays and promotional literature placed on tables.

- Sponsor fees will be determined and reviewed by the board.

ARTICLE X – CODE OF ETHICS

The Chapter adopts SHRM's Code of Ethics for members of the Association in order to promote and maintain the highest standards among its members. Each member shall honor, respect and support the purpose of this Chapter and SHRM.

- The Chapter shall not be represented as advocating or endorsing any issue unless approved by the Board of Directors.

ARTICLE XI - WITHDRAWAL OF AFFILIATED CHAPTER STATUS

Affiliate Chapter status may be withdrawn by the 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 interest of SHRM. This can occur when the chapter fails to maintain the required affiliation standards set forth by the SHRM Board of Directors. Prior to the 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. After withdrawal of Chapter status, the SHRM Board of Directors may cause a new Chapter to be created, of, with the consent of the CEO of SHRM and the consent of the body which has had Chapter status withdrawn, may re-confer Chapter status upon such body.

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 Board of Directors at the time of the 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.)

Chapter President

Kimberly A. Wheeler Date 1 June 2012

SHRM

Paul J.

Date

5/9/12

Approved and adopted: