

# LOWER COLUMBIA HUMAN RESOURCE MANAGEMENT ASSOCIATION #660

## CHAPTER BYLAWS

### ARTICLE 1 NAME AND AFFILIATION

*Section 1.1: Name.* The name of this Chapter shall be the Lower Columbia Human Resource Management Association (LCHRMA), (herein referred to as (the "Chapter"). To avoid potential confusion, the Chapter will refer to itself as the Lower Columbia Human Resource Management Association, LCHRMA, or Lower Columbia Chapter 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, is:

- a. To provide a forum for the personal and professional development of our members;
- b. To provide an opportunity to develop leadership, managerial, public speaking, and group decision-making skills;
- c. To provide an arena for the development of trust relationships where common problems can be discussed and deliberated;
- d. To provide an opportunity to focus on current human resource management issues of importance to our members;
- e. To provide a focus for legislative attention to state and national human resource management issues;
- f. To provide valuable information gathering and dissemination channels;
- g. To provide a pool of human resource management leaders for perpetuation of the Chapter and of SHRM;
- h. To serve as an important vehicle for introducing human resource management professionals to SHRM;
- i. To serve as a source of new members for SHRM; and
- j. 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:

- a. To be a recognized world leader in human resource management;

- b. To provide high-quality, dynamic and responsive programs and service to our customers with interests in human resource management;
- c. To be the voice of the profession on human resource management issues;
- d. To facilitate the development and guide the direction of the human resource profession; and
- e. 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. The Chapter is a 100% Chapter of SHRM, and all Chapter members are required to be members in good standing of SHRM. 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, sexual orientation, gender identify, political affiliation or belief, 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 be limited to those individuals who are engaged as one or more of the following: (a) practitioners of human resource management at the exempt level for at least two years; (b) certified by the Human Resource Certification Institute; (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 with at least two years of experience at this level of teaching; (d) full-time consultants with at least two years experience practicing in the field of human resource management; and/or (e) full-time attorneys with at least two years experience in counseling and advising clients on matters relating to the human resources profession. Professional members may vote and hold office in the Chapter.

*Section 4.5: Associate Members.* Individuals in non-exempt human resource management positions as well as those who do not meet the qualifications of the other classes of membership, but who demonstrate a bona fide interest in human resource management and the mission of the Chapter. Associate members may not vote or hold office in the Chapter. An exception will be granted to individuals in non-exempt human resource management positions who were members of the Chapter prior to January 1, 2007. These individuals will be "grandfathered" and may vote or hold office in the Chapter.

*Section 4.6: Student Members.* Individuals who are (a) enrolled either as full-time or part-time students, at freshman standing or higher; (b) enrolled in the equivalent of at least six (6) credit hours; (c) enrolled in a four-year or graduate institution and/or a consortium of

these or a two-year community college with a matriculation agreement between it and a four-year college or university which provides for automatic acceptance of the community college students into the four-year college or university; (d) able to provide verification of a demonstrated emphasis in human resource management subjects, and (e) 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. However, professional members who have (1) returned to school (2) are continuing to work in an exempt-level position, and (3) meet the previously defined criteria for student membership may vote or hold office in the Chapter.

*Section 4.7: Application for Membership.* SHRM members who are in good standing may chose to affiliate with LCHRMA as their primary Chapter. Application for membership shall be by completion of the Chapter affiliation form. If the applicant is not a current SHRM member, he/she must first apply for SHRM membership. The Vice-President for Membership may process applications for membership in SHRM and LCHRMA on an applicant's behalf. All applications shall be reviewed by the Vice President of Membership and approved by the Board of Directors or their designee. The Board of Directors or their designee shall afford new members full membership rights from the date of the application approval.

*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. Associate members joining the Chapter after January 1, 2007, is not eligible to vote. Associate members who joined the Chapter prior to January 1, 2007 will be "grandfathered" and are eligible to vote. An Ad Hoc Committee appointed by the Board of Directors shall tally votes.

*Section 4.9: Dues.* The Chapter assesses no local Chapter dues.

## **ARTICLE 5 MEMBER MEETINGS**

*Section 5.1: Regular Meetings.* Regular meetings of the members shall be held on the first Wednesday of each 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 October or at such other time determined by the Board of Directors.

*Section 5.3: Special Meetings.* Special meetings of members shall be held on call of the President, the Board of Directors, or by members having one-fourth of the votes entitled to be cast at such meeting.

*Section 5.4: Notice of Meetings.* Notice of all special and annual meetings shall be given to all members at least ten days prior to the meetings. Notice of regular meetings shall be given to all members at least seven days prior to the meeting.

*Section 5.5: Quorum.* A simple majority of the total membership shall constitute a quorum at an annual or special meeting or for the transaction of business.

## **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: Officers.* The following shall be members of the Board of Directors and shall be Officers of the Chapter: President, President-Elect, Vice President of Membership, Treasurer, and Secretary.

*Section 6.3: Composition of the Board of Directors.* Along with the Officers listed in Section 6.2 of this Article, the Board of Directors shall also include The Communications Director, the Professional Development Director, Student Relations Chair, any other Core Leadership Area Directors, and the Past President. These shall constitute the governing body of the Chapter. Additional Core Leadership Area Directors shall be nominated by the President and elected from among the eligible membership as members of the Board of Directors, should new Core Leadership Areas be established by SHRM.

*Section 6.4: Qualifications.* All candidates for the Board of Directors must be Professional or "grandfathered" Associate 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.* Officers and Directors shall be elected by electronic ballot from the proposed slate of the nominating committee appointed by the Board of Directors at the beginning of each election year. The President shall be responsible for e-mailing the proposed slate of officers to the membership. Each elected Officer and Director shall assume office on January 1 following his/her election and shall hold office for one year or until his/her successor is elected and takes office. Officers and Directors may not be elected to serve more than two (2) consecutive terms in the same position.

*Section 6.6: Vacancies.* Any vacancy in the Board may be filled for the unexpired term by the appointment of the President with the consent by 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 Directors present at any meeting at which there is a quorum, either in person or by conference call, 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 or "grandfathered" Associate 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: 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.

## **ARTICLE 7 DUTIES AND RESPONSIBILITIES**

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 Chapter Board. The position descriptions are subject to change as deemed necessary by the President and/or the Chapter 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 with SHRM throughout the duration of his/her term of office.

*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. He/she shall service as Chair of the Program Committee. This responsibility includes programs conducted at all regular meetings of the members, social functions, and any workshops and seminars sponsored by the Chapter as determined by the President and the Board. He/she shall have the authority to appoint sub-committees to plan and implement the activities associated with the program year. The President-Elect is encouraged to attend the annual SHRM Leadership Conference. The chapter requires the President-Elect to be a current member in good standing with SHRM throughout the duration of his/her term of office.

*Section 7.3: The Vice President of Membership.* The Vice President of Membership 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. The chapter requires the Vice President of Membership to be a current member in good standing with SHRM throughout the duration of his/her term of office.

*Section 7.4: 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 arrangements for the annual examination audit of the accounts as may be required by the Board. He/she shall be responsible for membership billing. He/she shall also perform such other duties as the President may determine. The chapter requires the Treasurer to be a current member in good standing with SHRM throughout the duration of his/her term of office.

*Section 7.5: The Secretary.* The Secretary shall be responsible for recording the minutes of all meetings of the Chapter and Board of Directors and shall be responsible for making all members aware of such meetings. The chapter requires the Secretary to be a current member in good standing with SHRM throughout the duration of his/her term of office.

*Section 7.6: Communications Director.* The Communications Director shall be responsible for the communication and distribution of all Chapter meeting and seminar announcements, press releases, and special event information. Distribution shall include Chapter members and guests, newspapers, the Chamber of Commerce, and any other publication deemed appropriate by the Board. The Communications Director will have such powers and perform such liaison duties as the Board or the President may determine. He/she shall have the authority to appoint sub-committees to plan and implement the activities associated with the Chapter's communications for the year. The Chapter requires the Communication Director to be a current member in good standing of SHRM throughout the duration of his/her term of office.

*Section 7.7: Professional Development Director.* The Professional Development Director shall be responsible for scheduling and overseeing coordination of a PHR/SPHR study group sponsored by the Chapter. The Professional Development Director will have such powers and perform such liaison duties as the Board or the President may determine. He/she shall have the authority to plan and implement the professional development activities associated with the Chapter for the year. The Chapter requires the Professional Development Director to be a current member in good standing of SHRM throughout the duration of his/her term of office.

*Section 7.8: Student Relations Chair.* The Student Relations Chair shall be responsible for managing the scholarship program, internship program, and schools outreach efforts. The Student Relations Chair will have such powers and perform such liaison duties as the Board or the President may determine. He/she shall have the authority to plan and implement the student scholarship and internship program and related outreach activities associated with the Chapter for the year. The Chapter requires the Student Relations Chair to be a current member in good standing of SHRM throughout the duration of his/her term of office.

*Section 7.9: 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. The Chapter requires the Past President to be a current member in good standing of SHRM throughout the duration of his/her term of office.)

## **ARTICLE 8 COMMITTEES**

*Section 8.1: Committees.* The establishment of both standing and ad-hoc committees shall be the right of the Board of Directors.

*Section 8.2: Committee Organization.* Committees in addition to the Nominating Committee are established by resolution of the Board of Directors.

*Section 8.3: Committee Chairpersons.* Appointments of Chairpersons to committees are 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 8.4: 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 9  
ELECTRONIC VOTING**

Mail or electronic ballots can be used for the election of Officers and Directors provided the Chapter has had at least one in-person meeting that year.

**ARTICLE 10  
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 11  
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 Bylaws of the Chapter.

**ARTICLE 12  
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 the 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 13  
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 organization or charity with purposes consistent with those of the Chapter).

**ARTICLE 14  
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 15  
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 Chapter and signed by:

\_\_\_\_\_  
Chapter President

\_\_\_\_\_  
Date

Approved by:

\_\_\_\_\_  
SHRM President/CEO or President/CEO Designee

\_\_\_\_\_  
Date