

**WESTERN ILLINOIS UNIVERSITY CHAPTER
Macomb and Quad City Students**

Affiliated with the

SOCIETY FOR HUMAN RESOURCE MANAGEMENT

CONSTITUTION

Revised 5.31.2022

Article I: Name

Western Illinois University Chapter of the Society for Human Resource Management (SHRM)

This is a student organization under the
College of Business & Technology at Western Illinois University.

Article II: Objectives

The objectives of this chapter are:

1. To assist members in making valuable contacts toward obtaining a position in the Human Resource Management field upon graduation.
2. To enhance members' practical knowledge of the HRM field and important related topics.
3. To establish a good rapport between the Human Resource student chapter and the community.
4. To acknowledge, understand, and apply various solutions to problems in the HRM field.
5. To establish and maintain an active student membership to assure the continued success of this SHRM chapter.
6. To facilitate knowledge between members in the organization through activities, personal contacts and chapter meetings.
7. To create an atmosphere that allows and creates friendships, personal growth and individuality in a group setting.

Article III: Membership

1) Members and officers must be enrolled at Western Illinois University. Undergraduate and Graduate students welcome.

2) Non-students may act as associate members, but may not vote or hold office.

Section 1

The membership shall be open on an individual basis to first, second, third, and fourth year and graduate students of Western Illinois University with an interest in Human Resource Management. Students may be full or part time with at least 6 credit hours per semester to qualify for National Student Membership.

Section 2

Members of this chapter shall be classified as members of the Western Illinois University Chapter, affiliated with the Society for Human Resource Management. They are entitled to all privileges there in, except that they may not hold office in the Association or in a regular (and/or sponsoring) chapter of the Association.

Section 3

If at any time a member of this chapter acts in a manner that is considered by the Executive Board as not being in the best interest of the chapter, his/her membership may be revoked by a 2/3 majority vote of the Executive Board of this Chapter and his/her dues will be neither prorated nor returned.

Section 4

To remain in good standing with this chapter and receive benefits as such, regular members must adhere to the following policies (per semester).

- ◆ Must attend at least three regular meetings.
- ◆ Strongly encouraged to participate in at least one fundraiser and at least one community service event.(restricted with COVID-19)
- ◆ Social events with the chapter are strongly encouraged.

Members not in compliance with the above policies may be subjected to disciplinary actions by the Executive Board. This may include, but is not limited to: verbal warning, written warning, probation, and expulsion from the chapter.

Article IV: Officers

Section 1

The Executive Board shall be composed of the following offices: President, Vice President, Treasurer, Secretary, Vice President of Merit Award, Vice President of Communication, Social Chair, and Ambassador. Their duties shall be outlined in the standing rules of this organization. Officers must be nationally registered members of SHRM. If not registered by the fifth week of the semester, their position will be revoked.

Section 2

The chapter shall have a minimum of one advisor, preferably a faculty member of the Western Illinois University Human Resource Department. However, any person whom the chapter feels is qualified to be an advisor may become one if it is so agreed upon by the chapter. The advisor(s) will assist in affairs and activities of the chapter and will serve as a supervisory role to help and assist the chapter in any way necessary.

Section 3

Elections are a formal vote that the organizational will hold using ballots. Absentee nominations and ballots due to extenuating circumstances must be submitted to the Advisor and Vice President prior to the election meeting and will be accepted at his/her and the faculty advisor's discretion.

Position openings will be announced during our first meeting and nominations will be finalized during our second meeting. All nominations must be submitted to the Executive Board prior to our second meeting. The Executive Board will ensure that the election is held in accordance with the chapter's constitution, and is in accordance with SHRM guidelines.

The candidate receiving the majority of the votes cast for each office at the election will be considered elected to that position the following semester. In case no candidate for office receives a majority, another vote shall be taken at the meeting to choose between the two candidates receiving the largest number of votes on the first ballot. The candidate receiving the majority of this second vote shall be filled through appointment by the Executive Board with approval of the majority of members at the first meeting subsequent to such appointment. In the event of a tie during the second vote the President shall cast his/her vote and the candidate receiving the President's vote shall be appointed to that office.

To provide continuity of management, an officer may be re-elected to hold a position more than one year.

After elections, elected officials will meet with current officials during the semester for training. If elected officials are not properly trained and comfortable, they will not be eligible for induction into the given positions. The current Executive Board member must give a satisfaction performance email the week before the induction ceremony to the Advisor and Vice President in order to move forward.

An Induction ceremony will be held during the last week in April, to introduce new officials into their positions. The ceremony will be planned and coordinated by the President, Vice President, and Social Chair and it will be run by the Advisor and current President.

***These deadlines must be met for Merit Award filing purposes.

In the event that the Presidency is abdicated, the Vice President will immediately fill the position. If both positions are abdicated, the Secretary will temporarily hold the position of President until a special election can be held. All members of the Executive Board will be considered candidates for the specified offices. All acting members will be allowed to nominate and vote. The candidate receiving the majority of votes for each office will be considered elected to that position for the remainder of the existing term.

Section 4

All duties of the President, Vice President, Treasurer, Secretary, Vice President of Merit Award, Vice President of Communication, Social Chair, and Ambassador shall be consistent with those duties outlined in the Society for Human Resource Management Student Chapter Operations Manual.

Section 5

Standing and/or special committees will be established through appointment by committee chairperson, subject to approval by the Executive Board, with general duties specified in the Standing Rules of this organization.

Article XI: Duties

Section 1: Officers

The general duties of officers are as follows:

President

The President shall preside at all meetings of the chapter, shall act as Chairperson of the Executive Board, and shall be a member ex-officio of all committees. (S)He shall appoint all chairpersons of all standing committees and temporary committees. (S)He shall administer the business of the chapter between regular meetings, exercising authority consistent with the Constitution and shall be the official representative of the chapter. The President, with the approval of the Executive Committee and through the Secretary, shall call all regular and special meetings of this chapter. The president shall create and implement an operating plan, create a membership acquisition and retention plan, provide one company visit or job shadow opportunity for the year, and complete and work with the Vice President of Merit Award to submit the Student Chapter Information Form (SCIF) to SHRM headquarters by the end of May. The President is also in charge of running the induction ceremony.

Vice President

The Vice President shall perform the duties of the President in his/her absence, disability, or at his/her request. If the office of the President becomes vacant, (s)he shall become President until the next annual election. (S)He shall oversee all standing and temporary committees and have charge of the Student Chapter Merit Awards and be sure that the chapter is accomplishing criteria as specified. The Vice President is responsible for the election process, and is required to host 2 professional events for the chapter for the semester, keep, maintain, and display the chapter banner, and to review the current chapter bylaws.

Treasurer

The Treasurer shall keep all financial records and be responsible for all receipts and expenditures of the chapter as delegated by the President and Executive Board. All checks drawn on the chapter checking account will be approved as dictated by the Constitution and signed by the faculty advisor. (S)He shall be responsible for creating and implementing a budget plan, collect funds for chapter dues and events, create and implement a strategic plan to allocate funds to the SHRM foundation and Scholarship fund benefitting a student in the HR field. The Treasurer also organizes fundraising activities in coordination with the Social Chair and promotion in coordination with the Vice President of Communications.

Secretary

The Secretary shall temporarily fill the position of President if both the Presidency and the Vice Presidency is abdicated. They shall keep all official minutes of the business meetings

of the chapter and shall notify members of the regular and special meetings. (S)He shall write all thank you notes and emails to speakers for presenting as well as maintain a chapter sign-in sheet for chapter meetings and events. They also must maintain and update the current chapter membership roster for the Vice President of Merit Award to submit to SHRM headquarters. The secretary must also maintain the chapter's GroupMe notifying all members regarding chapter and special meetings, upcoming speakers and events. The Secretary works closely with the Advisor, President, Vice President, Vice President of Merit Award, Vice President of Communication, and Social Chair.

Vice President of Merit Award

The Vice President of Merit Award is responsible for facilitating and organizing the process of submitting national forms and maintaining the Merit Award title. This person is to extract all data and files to complete and submit the Chapter Roster Update Form, the Student Chapter Information Form (SCIF), and the Merit Award Application. The Vice President of Merit Award shall assist the President in delegating duties to officers and members in order to fulfill, complete, and submit necessary award requirements for the Merit Award Application. Our chapter's main goal is to maintain and surpass SHRM Merit Award; they are responsible for carrying out this process with help from the national planning workbook guidelines and the general chapter.

Social Chair

The Social Chair is required to plan and host all chapter events. They are in charge of the annual Career Fair, semi-annual Student Activities Fair, at least one fundraiser and one community service event per semester. (S)He shall distribute information about at least one internship or job opportunity to chapter members as well as promote state and divisional conferences. They are also responsible for coordinating with the Vice President of Communication on promotion of events. The Social Chair works closely with the Secretary, VP of Merit Award, and VP of Communication.

Vice President of Communication

The Vice President of Communication is responsible for all aspects of public relations, graphic design, and marketing. (S)He shall be responsible for creating promotional information about the organization and major, updating the local SHRM website, PurplePost, social media platforms, and the bulletin board. They are also responsible for creating and posting flyers relating to upcoming meetings, and events. The Vice President of Communication works closely with the Secretary and Social Chair.

Section 2: Faculty Advisor(s)

A minimum of one faculty advisor shall be chosen by the chapter membership to offer guidance and assistance to the chapter and serve as the official representative to the local sponsoring chapter. At least one advisor shall be a WIU faculty member.

Article V: Finance

Section 1

August 1 through May 31 shall constitute the fiscal year.

Section 2

National dues are \$49.00 and will be forwarded to SHRM, or members can pay individually.

Section 3

Additional revenues may be generated through special projects approved by a majority of the members present at any called general meeting. Any special projects will be in keeping with the objectives of the organization and in compliance with university guidelines.

Section 4

A majority of the Executive Board, as well as the faculty advisor, must approve expenditures.

Section 5

All funds will be promptly deposited and expended from the chapter checking account and in compliance with chapter guidelines.

Section 6

A yearly audit of funds shall be conducted in compliance with current university policy and will be accomplished by the President, Treasurer, and the faculty advisor.

Section 7

Financial disclosure will be made available for the university upon request.

Article VI: Not-for-profit Statement

This is a not-for-profit organization.

Article VII: Statement of Non-Discrimination

This organization shall not discriminate on the basis of sex, race, color, sexual orientation, gender identity and gender expression, religion, age, marital status, national origin, disability, or veteran status. This policy will include, but not limited to recruiting, membership, organization activities, or opportunities to hold office.

Article VIII: Constitution

Section 1

The Constitution will be examined by the Executive Board each semester to determine that it still meets university and Executive Board approval and will be changed if necessary, as discussed in Section 2.

Section 2

The Constitution may be amended by a two-thirds majority vote of those present at any called general meeting, but may not conflict with the Constitution of SHRM or a sponsoring chapter. Proposed amendments must be submitted in writing and read to members present at the meeting.

Section 3

A copy of the Constitution and Standing Rules will be provided to each member of the organization upon request.

Article IX: Statement of Non-Hazing

This organization will not conspire to engage in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or person attending the institution.

Article X: Statement of Compliance with Campus Regulations

This organization shall comply with all university and campus policies and regulations and local, state, and federal laws.

Article XII: Statement of Driving Policy for University Vehicles

Western Illinois University registered student organizations are allowed access to university vehicles for organization-sponsored trips. Only employees of WIU are allowed to drive university vehicles. Graduate or undergraduate students not employed by WIU cannot drive university owned vehicles. Undergraduate students may only drive university vehicles if they are at least 21 years of age and are paid university employed drivers.