**ROGUE VALLEY CHAPTER**

**SHRM BYLAWS**

**(Revised December 2016)**

**ARTICLE 1**

**NAME AND AFFILIATION**

***Section* 1.1: *Name.* The name of the Chapter is ROGUE VALLEY CHAPTER - SHRM (herein referred to as the "Chapter"). To avoid potential confusion, the Chapter will refer to itself as ROGUE VALLEY CHAPTER - SHRM (Affiliate of SHRM) 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, are:**

1. **to provide a forum for the personal and professional development of our members;**
2. **to provide an opportunity to develop leadership, managerial, public speaking and group decision-making skills;**
3. **to provide an arena for the development of trust relationships where common problems can be discussed and deliberated;**
4. **to provide an opportunity to focus on current human resource management issues of importance to our members, and business leaders in our community;**
5. **to provide a focus for legislative attention to state and national human resource management issues;**
6. **to provide valuable information gathering and dissemination channels;**
7. **to provide a pool of human resource management leaders for perpetuation of the Chapter and of SHRM;**
8. **to serve as an Important vehicle for introducing human resource management (and other business) professionals to SHRM;**
9. **to serve as a source of new members for SHRM; and**
10. **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:**

1. **to be a recognized world leader in human resource management;**
2. **to provide high-quality, dynamic and responsive programs and service to our customers with Interests in human resource management;**
3. **to be the voice of the profession on human resource management Issues;**
4. **to facilitate the development and guide the direction of the human resource profession; and**
5. **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, color, religion, gender, sex, sexual orientation, age, national origin, ancestry, disability, veteran status, genetics, 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: Membership.* Membership shall be limited to those individuals who are engaged as one or more of the following: (a) the profession of human resource management at the exempt level; (b) certified by the Human Resource Certification Institute and/or the Society of Human Resources Management (SHRM); (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; (d) full-time consultants with at least three years of experience practicing in the field of human resource management; (e) full-time attorneys with at least three years of experience in counseling and advising clients on matters relating to the human resource profession; and/or (f) those individuals who do not meet the qualification of the other classes of membership, but who demonstrate a bona fide interest in human resource management and the mission of the Chapter. Members may vote and hold office in the chapter.**

***Section 4.5: 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. Student members receive discounted rates on seminars and events.**

***Section 4.6: Application for Membership.* Application for membership shall be on the Chapter application form. All applications shall be reviewed by the Membership Director and approved by the Board of Directors or their designee. New members shall be afforded full membership rights from the date of application approval by the Board of Directors or their designee.**

***Section 4.7: Voting.* Each member of the Chapter shall have the right to cast one vote on each matter brought before a vote of the members. Student Members are not eligible to vote. Votes shall be ratified by the Board of Directors.**

***Section 4.8: Dues.* The Chapter does not currently require annual dues of the members of SHRM or this local Chapter. Should the Chapter decide to charge annual dues then the annual membership dues shall be established by the Board of Directors and members will be given thirty (30) days' notice.**

***Section 4.9: Termination of Membership.* Any member failing to maintain membership in SHRM will forfeit his/her membership in the Chapter.**

**ARTICLE 5**

**MEMBER MEETINGS**

***Section* 5.1: *Regular Meetings.* Regular meetings of the members shall be held on the third 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 September or at such other time as 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 a minimum of 10 members of the Chapter. If/when the Chapter becomes Incorporated, the Chapter will follow the applicable state law regarding who can call a special member 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. If/when the Chapter becomes incorporated, the Chapter shall follow the current applicable state law regarding what notice Is required for member meetings.**

***Section 5.5: Quorum.* A simple majority of the membership shall constitute a quorum 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, 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 include Core Leadership Area Directors, the Past President and other additional support needed to conduct successful Chapter business. 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 members of the Chapter (Student Members are not eligible to hold office in the chapter), in good standing at the time of nomination or appointment and for their complete term of office. Per SHRM By-Laws, 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 unless position specifies differently.**

***Section 6.5: Election - Term of Office.* Officers and Directors shall be elected by the members at the annual election held in September of each year from a proposed slate of candidates appointed by the Board of Directors. 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 unless no contenders or successors are identified to run for the office and the Board of Directors are in majority agreement regarding allowing the additional term(s).**

**Section 6.6: Vacancies. Any vacancy in the Board may be filled for the un-expired term by appointment of the President with the consent of the Board of Directors.**

***Section 6.7: Quorum.* A simple majority of the total participating members of the Board of Directors at a meeting or via email shall constitute a quorum for the transaction of business (with a minimum of seven members participating). The act of a majority of the Board of 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.**

***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 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 President or designated board member and distributed to the Chapter Board. The position descriptions are subject to change as deemed necessary by the President and/or the Chapter Board and should be reviewed annually for accuracy.**

***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 of SHRM during his/her entire 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. 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 of SHRM during his/her entire term of office.**

***Section 7.3: The Membership Director.* The Membership Director 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 Membership Director to be a current member in good standing of SHRM during his/her entire 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 coordinating the annual budget process; receiving all monies, Income, and receipts of the Chapter. He/she shall deposit all money in a FDIC insured banking institution approved by the Board of Directors and pay all financial obligations Incurred by the Chapter as prescribed by the Board of Directors. He/she shall keep the Board of Directors Informed concerning the Chapter's financial position and make recommendations as needed. He/she shall submit to the Board of Directors a complete financial statement at the close of the fiscal year and prepare the required federal and state tax returns for the fiscal year in which he/she served. The Treasurer will also maintain the chapter banking accounts with online access available for review by Chapter President and Chapter Secretary. Annually each December, the Treasurer will update signatories on the bank accounts, remove any expired signatories, and change access and passwords for updated signatories on the bank accounts. In addition, each year the financial records will undergo an audit by an appointed board member(s) other than the Treasurer to ensure accuracy and compliance with the Chapter bylaws. 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 of SHRM during his/her entire term of office.**

***Section 7.5: The Secretary.* The Secretary shall be responsible for recording the minutes of all meetings of the Chapter 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 of SHRM during his/her entire term of office.**

***Section 7.6: Core Leadership Area (CLA) Directors.* Core Leadership Area Directors shall have such powers and perform such liaison duties as the Board or the President may determine. The responsibility includes awareness sessions and initiatives in the particular CLA 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 CLA for the year. The chapter requires each CLA Director to be a current member in good standing of SHRM during his/her entire term of office.**

***Section 7.7: Past President.* The Past President serves as an advisor to the President, and fulfills 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 during his/her entire 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.* Appointment of Chairpersons to committees is 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**

**Mall or electronic ballots can be used for the election of Directors provided the Chapter has had at least one in-person meeting that year. The Chapter shall be governed and shall follow the current applicable state statutes for guidance on electronic voting privileges, mall election ballots for directors, and applicability for not-for-profit corporations in the State of Oregon if/when it becomes Incorporated.**

**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.**

**We follow and support SHRM National's Bylaws in regards to member discipline which may result from actions and/or behavior which violate the Society Bylaws, or are otherwise not in the best interests of the chapter or the Society.**

**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 the most current Robert's Rules of Order in all cases to which they are applicable and in which they are consistent with the Law and of the Chapter.**

**ARTICLE 12**

**AMENDMENT OF BYLAWS**

**The Bylaws may be amended by a majority vote of the voting Board 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. 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 such 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**

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.

**SHRM Signature required prior to vote of Chapter members.**

These revised Bylaws are not effective until approved and signed by SHRM CEO or designee, ratified by the Membership of Chapter and signed by:

Approved by:

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SHRM President/CEO or President/CEO Designee Date

**Chapter President Signature required after Chapter members have voted and ratified the Bylaws.**

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Rogue Valley, OR Chapter President Date