

**THE SOCIETY FOR HUMAN RESOURCE MANAGEMENT  
WESTERN ILLINOIS UNIVERSITY – QUAD CITIES**

**BYLAWS**

Revised: 3/25/15  
Effective: 06/01/2015

I. Officers

- A. The officers of this organization are: President, Vice President, Treasurer, and Secretary.
- i. Any full-time or part-time student at Western Illinois University – Quad Cities is eligible to hold office.
    1. Applicants must have a cumulative grade point average of at least 2.5/4.0.
    2. Applicants must be in good academic standing.
  - ii. Each officer shall become a student member of the national Society for Human Resource Management.
    1. Membership dues shall be reimbursed through chapter funds.
  - iii. The officers shall meet at least once per month during the elected term to discuss the business and plan activities of the organization.
  - iv. Any meeting, either public or private, shall consist of at least 50% of the officers in attendance.
  - v. The officers shall have the power to appoint other such officers as deemed necessary for the strategic direction of the organization.
  - vi. Vacancies in the officer membership during a school semester shall be filled through an election by the remaining officers at a private meeting for the unexpired portion of the current term.
  - vii. In addition to all powers conferred upon it by Western Illinois University, and by the organization's Constitution and Bylaws, the officers shall have the following powers:
    1. Broadly, to manage and control the organization, and to review the policies thereof.
    2. To hear and determine charges made against any member, and to discipline, reprimand, suspend, or remove or expel any member for just cause.
    3. To review (and adjust if deemed necessary), prior to the beginning of each fiscal year, membership fees or initiation fees, annual dues, and/or other such fees as determined.
    4. To make proposals to amend rules and regulations or administrative procedures and to propose penalties for the infractions thereof to the members of the organization.
    5. To remove an officer for just cause (See Article III).

6. To interpret the Constitution and Bylaws as necessary and to propose amendments to the Constitution and Bylaws to general members.

B. President

- i. Schedules meetings and speakers, secures meeting rooms
- ii. Plans officer meetings and organizes officer retreats
- iii. Creates schedule of meetings with dates, times, and locations – provides to secretary for public dissemination/advertising
- iv. Creates and distributes agendas for each meeting of the organization
- v. Presents at meetings of the organization
- vi. Assists officers with their respective duties
- vii. Represents SHRM at all official functions
- viii. Continually recruits new members
- ix. Maintains contact with faculty advisor
- x. Maintains contact with Director of Student Activities
- xi. Checks SHRM mailbox
- xii. Remains fair and impartial during organization decision making processes
- xiii. Votes in cases where there is a tie
- xiv. Coordinates organization elections
- xv. Prepares and files any report(s) applicable to his/her position
- xvi. Attends recognized student orientation meetings
- xvii. Coordinates meetings and events with the Great River Human Resource Association (GRHRA) – the Quad Cities’ regional SHRM chapter
- xviii. All other duties as assigned

C. Vice President

- i. Assumes duties of any absent officer as needed
- ii. Shares information from national SHRM organization (webcasts, interesting articles, student chapter updates, etc.)
- iii. Keeps track of points for Merit Award or Superior Merit Award
- iv. Creates and submits Merit Award or Superior Merit Award application to national SHRM organization
- v. Prepares speaker certificates, gifts, and thank you letters
- vi. Prepares and files any report(s) applicable to his/her position – namely rosters and other documents that need to be sent to national SHRM organization
- vii. Remains fair and impartial during organization decision making processes
- viii. Assists in the coordination of organization elections
- ix. Assists president in planning and implementation of activities and other assignments
- x. Represents SHRM at all official functions
- xi. Continually recruits new members
- xii. Attends recognized student orientation meetings
- xiii. All other duties as assigned

#### D. Treasurer

- i. Assumes duties of any absent officer as needed
- ii. Keeps all financial records of the organization current
- iii. Pays all organization bills and issues reimbursements
- iv. Collects and deposits organization dues
- v. Prepares and submits financial reports to the appropriate party
- vi. Prepares and submits an annual budget
- vii. Prepares and submits all budget requests for funds
- viii. Plans and organizes one fundraiser per semester
- ix. Is familiar with accounting procedures and policies
- x. Advises members and officers on financial matters
- xi. Remains fair and impartial during organization decision making processes
- xii. Assists in the coordination of organization elections
- xiii. Prepares and files any report(s) applicable to his/her position
- xiv. Attends recognized student orientation meetings
- xv. Continually recruits new members
- xvi. Represents SHRM at all official functions
- xvii. All other duties as assigned

#### E. Secretary

- i. Assumes duties of any absent officer as needed
- ii. Keeps a record of all members of the organization
- iii. Creates and distributes minutes of each meeting of the organization
- iv. Notifies all members of meetings
- v. Prepares flyers to advertise organization meetings (dates, times, locations)
- vi. Puts in request for flyers to be posted around campus, on campus televisions, and other locations (i.e., campus newspaper, Facebook, etc.)
- vii. Creates newsletter
- viii. Interviews professors/guest speakers for newsletter spotlights at the president's request
- ix. Check with university officials that SHRM chapter is noted on university website and other locations
- x. Represents SHRM at all official functions
- xi. Remains fair and impartial during organization decision making processes
- xii. Assists in the coordination of organization elections
- xiii. Prepares and files any report(s) applicable to his/her position
- xiv. Continually recruits new members
- xv. Attends recognized student orientation meetings
- xvi. All other duties as assigned

## II. Election of Officers

- A. The officers of this organization are: President, Vice President, Treasurer, and Secretary.
- B. Applications for candidacy will be handed out at least four (4) weeks prior to election date.

- C. Completed applications for candidacy are due at least two (2) weeks prior to election date.
  - D. Officers will be elected by written ballot, with each active member casting a vote.
    - i. A majority of votes will constitute a victory.
  - E. Officers will assume office for the period of one (1) school semester.
    - i. Semesters constitute as Spring and Fall semesters.
    - ii. Vacancies in the officer membership during a school semester shall be filled through an election by the remaining officers at a private meeting for the unexpired portion of the current term.
- III. Public Meetings
- A. The organization shall meet at least once per month during the academic school year to discuss the business and activities of the organization.
  - B. Public meetings will be open to all the organization's active and associate members, faculty, and Student Programs representatives.
  - C. A notice of at least two weeks will be given prior to all public meetings.
  - D. A legally constituted board meeting shall consist of at least 50% of the officers in attendance.
- IV. Amendment to the Constitution/Bylaws
- A. Voting on amendments must be conducted no sooner than two (2) weeks after announcement of the proposed changes.
  - B. These Bylaws and the Constitution must be supported by a 2/3 majority vote of those in attendance at a public meeting.