



CONSTITUTION & BYLAWS

ARTICLE I

Name & Objectives

Section 1. The name of the chapter is **Central Carolina SHRM** (herein referred to as CCSHRM or the Association). 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.

Section 2. The Chapter is affiliated with the national **Society for Human Resource Management** (herein referred to as SHRM) as Chapter #416.

Section 3. **Objectives:**

- Promote excellence in Human Resources practices among the membership.
- Provide an avenue for members to share ideas, experiences, and knowledge in the field of Human Resources.
- Enhance the visibility and involvement of the Human Resources function as an integral part of any successful organization.
- Increase HR professionals' awareness of legislation that impacts business, business growth and the welfare of our nation's workforce.
- Promote community responsibility
- Increase interest in the field of Human Resources.

ARTICLE II

Membership

Section 1. **Qualifications for Membership.** The qualifications for membership in the Association shall be as stated in Section 2, 3, and 4 of this Article. To achieve the purposes of the Association there shall be no discrimination in individual memberships because of race, religion, sex, age, national origin or handicap. Memberships are individual and are not transferable to other individuals.

- Section 2. **Professional Members.** Professional Members shall be limited to (a) those individuals actively engaged in bona fide Human Resources functions and who devote at least 50% of their time to human resources; (b) persons employed as faculty members or program administrators with responsibilities relative to human resource management and (c) full-time consultants, HR service providers or labor attorneys with at least 3 years experience in the field of human resources management. The rights and privileges of Professional Members include the right to vote and hold office in the Association. Paid Professional members in periods of employment transition will maintain Professional Membership status for one year.
- Section 3. **Student Members.** Student Membership is available to individuals who are studying in a degree or certificate program or have a concentration in a Human Resources curriculum but may not be currently employed in the field. To qualify for student membership the membership fee must not be reimbursed by the student's employer. Student members may not vote and may not hold office in the Association.
- Section 4. **Application for Membership.** Application for membership shall be on the Central Carolina Society for Human Resource Management Membership form. All new member applications shall be reviewed by the Director of Membership and approved by the Board of Directors. New members shall be afforded full membership rights from the date of approval and receipt of dues by the Central Carolina Society for Human Resource Management.
- Section 5. **Voting.** Each individual Professional Member of the Association shall have the right to cast one vote on each matter brought before the membership. Student Members shall have no right to vote. In addition to traditional methods of voting, such as during meeting of the membership, etc., voting may also be conducted by electronic methods, such as via email, Internet, etc. A designated Board member or members will count the votes.
- Section 6. **Solicitation:** While it is understood that natural networking conversations will occur, using membership in the Association as a means to solicit business is strictly prohibited. This includes solicitations while at meetings or functions as well as using membership rosters for external solicitations. Failure to honor this policy will warrant a review by the Board of Directors and may result in a termination of membership.

- Section 7. **Dues.** Annual CCSHRM membership dues for members shall be established for the next year by the Board of Directors. These local dues are in addition to dues paid by those members who are also members of SHRM. Annual dues are payable by January 31st of the membership year and members will be asked to renew in November or December. New members' dues are payable with the Membership Application. Dues paid by new members in October through December shall apply to the next calendar year.
- Section 8. **Dues of Board Members:** In exchange for service to the Association, dues for elected members of the Board of Directors may be waived for the year they are in office. This does not apply to special committee chairpersons appointed by the President. In addition, the President of the Association is required to be a member of SHRM and the association will pay his/her SHRM dues during their term in office if not reimbursed by his or her employer.
- Section 9. **Member Attendance:** All members are encouraged to regularly participate in all Association meetings and activities in order to receive full benefit of the membership. Individuals holding an office should commit to regular attendance at Board of Director meetings and monthly meetings.

ARTICLE III

Meetings

- Section 1. **Regular Meetings.** Regular meetings of the members shall be held on the second Thursday of each month or as otherwise determined by the Board of Directors at a location to be determined by the Board of Directors. Members are responsible for any costs associated with regular meetings.
- Section 2. **Board Meetings.** The Board of Directors of the Association will meet regularly (normally once per month) to discuss Association business and plan appropriately for upcoming member activities and meetings.
- Section 3. **Special Meetings.** Special meetings of members shall be held on call of the President or the Board of Directors.
- Section 4. **Notice of Meetings.** Notice of all Regular and Board meetings shall be given to all members at least seven days prior to the meetings.

Section 5. **Minutes.** Minutes shall be taken by the Secretary at all board meetings to provide a record of the business transacted. The minutes will be made available for review by any Professional Member. Specific approval of the minutes by the membership will not be required.

ARTICLE IV

Board of Directors

Section 1. **Number.** The Officers of the Association shall consist of a President, Vice President/President-Elect, Director of Programs, and Secretary/Treasurer. In addition to the Officers, the following shall be members of the Board of Directors: Director of Community Involvement, Director of Legislative Affairs, Director of Membership, Director of Communications, and the immediate Past-President.

Section 2. **Qualification.** All candidates for the Board of Directors must be Professional Members of the Chapter in good standing for at least six months at the time of nomination or appointment.

Section 3. **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 shall be the act of the Board of Directors.

Section 4. **Board of Directors' Responsibilities.** The Board of Directors shall transact all business of the Chapter except as prescribed otherwise in the Bylaws. A Professional Member in good standing may request the President to place on the agenda of the next regular meeting any action taken by the Board of Directors.

ARTICLE V

Election of Officers & Board of Directors

Section 1. **Nomination of Officers.** The President shall appoint a Nominating Committee in September or October composed of at least three (3) active Professional Members, one (1) of which must be a past president of the association. The Nominating Committee will provide at least one name for each position to be elected and will obtain permission from nominees prior to presenting them to the membership.

- Section 2. **Election of Officers.** The nominating committee will present their slate of officers at the November or December meeting when the election shall take place. Nominations will also be accepted from the floor at the time of election. As an alternative, the nominating committee may elect to present the nominees, solicit additional nominations, and hold voting via electronic methods. Officers shall be elected for a one (1) year term of January through December. The Vice President/President-Elect will serve in that office for one year and as President the following year.
- Section 3. **Committees.** The President shall have a discretionary authority to appoint standing committees as necessary to conduct the business of the Association. The chairperson of each committee will report to the Board of Directors for the life of the committee and attend board meetings as a non-voting member – but for no longer than one year.
- Section 4. **Vacancies:** If a vacancy occurs in any elected office other than the President between normal elections the Board of Directors will have the responsibility to select and approve a replacement from the current membership. The Selectee will serve the remainder of the current term and may be nominated to serve in the same position in the next year. If a vacancy occurs in the Presidency the President-Elect will immediately assume the office of the President for the remainder of the term and the following year. If the President-Elect is unable to serve a special election will be held at the next regular meeting of the membership and the President-Elect will act as President until the election is held.
- Section 5. **Removal of a Director or Officer.** Any director or officer 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.

ARTICLE VI

Duties and Responsibilities of Officers

- Section 1. **The President.** The President or designee shall represent the chapter as a member of the NC State Council and shall serve in general as spokesperson for the chapter unless he/she appoints someone to do so. The President shall preside at the meeting 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. He/She shall maintain liaison with the Society of Human Resource Management. He/She shall be an active Professional Member in good standing and shall before taking office become a member of the National Society for Human Resource

Management. The President may not serve more than two *consecutive* terms.

- Section 2. **Vice President / 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 serve as Chairman of the Scholarship Committee. The President-Elect shall succeed the President at the end of the President's term.
- Section 3. **The Secretary & Treasurer**. The Secretary shall be responsible for recording the minutes of all meetings of the Chapter, shall be responsible for making all members aware of such meetings and shall be responsible for the financial affairs of the Chapter. 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.
- Section 4. **The Director(s) of Programs**. The Director of Programs shall have the primary responsibility for the planning and coordination of the Association's monthly programs for the growth and professional development of the membership. This responsibility also includes planning the venues and meals for the meetings.

ARTICLE VII

Policy

- Section 1. **Publicity**. As a general rule the association activities are not to be publicized; however, the President may authorize publicity for special programs and other events when such is believed to be in the Association's best interest.
- Section 2. **Code of Ethics**. The Central Carolina Society for Human resources Management 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.
- Section 3. **Representation**. 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

Association meetings or through the use of information provided to him/her as a member of the Chapter without the approval from the Board of Directors.

ARTICLE VIII

Amendment of By-Laws

Section 1. 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 IX

Withdrawal of Affiliated Chapter Status

Section 1. 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.

In the event of the chapter's dissolution, of the remaining monies in the Treasury, after chapter expenses have been paid, one half will be contributed to the general scholarship fund of Central Carolina Community College, and one half will be donated to the SHRM Foundation.

Adopted this _____ day of November 2006.



President

Vice President