

West Virginia University Institute of Technology Student Chapter Bylaws

ARTICLE I: NAME

A. This organization shall be known as the West Virginia University Institute of Technology chapter of the Society for Human Resource Management (SHRM).

B. West Virginia University Institute of Technology, hereinafter referred to as the chapter, shall be affiliated with the Society for Human Resource Management, hereinafter referred to as SHRM.

ARTICLE II: OBJECTIVES

A. To provide West Virginia University Institute of Technology students with the opportunity to gain knowledge and insight into the effective management of personnel in the field of Human Resource Management through affiliation with the Charleston, WV Professional Chapter of SHRM and the National SHRM organization.

B. To promote the exchange of work-related experience of established business professionals with the theoretical academic perspectives of student and faculty members through open forums and information exchanges.

C. To encourage the acquisition, growth and continuation of our respective careers in Human Resource Management through expanded knowledge, camaraderie, respect and mutual support among chapter members and through our affiliation with national, sponsoring and other student chapters.

D. To achieve these purposes, there shall be no discrimination in individual membership or chapter affiliations because of race, religion, sex, age, sexual orientation, or national origin.

ARTICLE III: MEMBERSHIP

Any student enrolled in classes at West Virginia University Institute of Technology may become a member of this chapter. Equal membership privileges will be given to all members of this organization. This chapter shall not discriminate against any member or potential member in any way.

Students wishing to join this organization must become a dues-paying student member of the national SHRM the semester they start attending meetings.

ARTICLE IV: ORGANIZATION

There will be an Executive Council composed of a Faculty Advisor, President, 1st Vice President, 2^d Vice President, Secretary, Treasurer, and Publicity Officer. This Council

will be the advising and coordinating body responsible to the general membership of the chapter. All officers of this chapter shall be responsible for maintaining the chapter as a formal entity.

Any proposed project or program shall be brought before the Executive Council, reviewed, and if approved, set up and directed by a committee formed for that specific purpose from the general membership on a voluntary basis. Committees shall coordinate their efforts with those of an appropriate Executive Council member, who will serve in an advisory capacity.

Officers shall serve as a liaison between this student and its sponsoring local chapter, Charleston WV Professional Chapter of the Society for Human Resource Management.

ARTICLE V: EXECUTIVE COUNCIL

Management of chapter practices, procedures and activities shall be vested in the Executive Council, which will consist of officers elected from this student organization. This chapter will decide qualifications of these officers, as necessary. These decisions must meet with the approval of the chapter Faculty Advisor(s).

As all members of the Executive Council perform specific administrative functions, all officers are to openly assist each other as needed in the efficient and professional performance of their respective duties.

ARTICLE VI: OFFICER ELECTIONS

Elections for all positions shall be held annually at a time designated by the Executive Committee, but should allow sufficient time for a smooth transition and sharing of information between outgoing and incoming officers. Elections should be held no later than four weeks before the end of Spring Semester. Student officers, who wish to continue in their current position and run for a second or possibly third term, may do so with the Advisor's approval. Elections will be conducted through private ballot. The Faculty Advisor and at least one graduating senior chapter member will count the votes.

If needed, the President shall fill a sudden vacancy on the Executive Council by appointing a temporary replacement. The matter shall then be brought to the attention of the general chapter membership. The membership will nominate and elect a fellow chapter member for the vacant position. In case of more than one candidate for a position, whoever captures the majority of votes is elected.

In the event membership becomes dramatically low and the electoral process becomes ineffective, the Faculty Advisor(s) may interview the remaining members of this general membership and appoint them to positions stated in Article IV of these Bylaws in which the individuals will then represent this student chapter accordingly.

If the Faculty Advisor(s) position becomes vacant, the general membership of this chapter will nominate a professor of the West Virginia University Institute of Technology Management Department. An offer to fill the vacant position will then be presented to the professor for acceptance. The acceptance must be completely voluntary. Any advisor must be a member of national SHRM. The advisory position must be filled by at least one Faculty Advisor.

ARTICLE VII: MEETINGS

Notice of the time and place of each meeting shall be posted not less than seven (7) nor more than fourteen (14) days before the meeting.

Four (4) voting members present at any meeting shall constitute a quorum. Such quorum may, by majority vote of the members present, transact any business which may properly be brought before the meeting, except as otherwise indicated in these bylaws. A meeting may be adjourned or recessed by majority vote of the members present whether or not a quorum is present.

At all meetings of the members, the President, or if absent, the 1st Vice President, shall preside as Chair. In the absence of said officers, the Chair shall be elected by a majority of the members present.

Every regular member of the chapter in good standing shall be entitled to one vote on any matter of the chapter's business to be acted upon by vote of the membership.

ARTICLE VIII: FINANCES

In the event that a financial burden is placed on this chapter, establishment of a dues paying policy may be proposed and voted on by the Executive Council. Faculty Advisor(s) must complete review of this matter before the decision can become part of the chapter's policy and Bylaws.

ARTICLE IX: PARLIAMENTARY PROCEDURE

Robert's Rules of Order shall govern all parliamentary procedure unless otherwise specified.

ARTICLE X: AMENDMENTS

The Bylaws of this chapter may be amended, at any time, by the deciding vote of the general membership. That is, 2/3rds of the chapter must agree to any policy change. The officers of the Executive Committee shall be responsible for notifying all members of an upcoming amendment proposal and vote. The membership shall be notified at least two weeks prior to any amendment-voting meeting. The Faculty Advisor(s) will be required to attend and supervise any/all of these meetings.

ARTICLE XI: DUTIES OF OFFICERS

- a. **President:** The President shall preside over all meetings of the organization, and is responsible for the appointment of all committees. The President, (or their delegated representative), shall oversee the management of chapter procedures and activities. The President shall be responsible for the preparation and distribution of all agendas for meetings. The President shall attend all chapter functions, unless there are extenuating circumstances to the contrary.

- b. **1st Vice President:** The 1st Vice President shall assume the responsibilities of the President in the event of his/her absence. The 1st Vice President shall serve as the Program Coordinator, and be responsible for coordinating all activities associated with the selection and presentation of workshops and guest speakers. The 1st Vice President shall oversee all fund raising activities, and insure that the proceeds are presented to the treasurer in a timely fashion for deposit in the chapters accounts. The 1st Vice President shall be actively involved in recruiting members throughout the academic year. The 1st Vice President shall be required to attend all chapter meetings and functions, except in extenuating situations.

- c. **2d Vice President:** The 2d Vice President shall assume the duties of the 1st Vice President in the event of his/ her absence. The 2d Vice President shall also serve as the Merit Award Coordinator and coordinate all activities necessary to meet the merit award criteria, to include preparing all documentation necessary for the Merit Award application. The 2d Vice President shall be required to attend all chapter meetings and activities, except in extenuating circumstances, and actively be involved in recruiting new members throughout the academic year.

- d. **Secretary:** The Secretary shall record the proceedings of each meeting and be prepared to distribute copies of the minutes to the membership at the next business meeting. The Secretary shall take attendance at each meeting and workshop, either by a voice or silent roll call, and submit both the attendance rolls and minutes of each meeting to the faculty advisor at the end of the academic year. The Secretary shall be required to attend all chapter meetings and activities, except in extenuating circumstances, and actively be involved in recruiting new members throughout the academic year.

- e. **Treasurer:** The Treasurer shall keep an accurate record of all of the Chapter's financial transactions in an electronic ledger format, (spreadsheet) and present an up to date report at each chapter business meeting. The Treasurer shall prepare and submit the necessary forms and records to the Student Government Association, (SGA) to obtain SGA funding for the next year in a timely fashion. The Treasurer shall be required to attend all chapter meetings and activities, except in extenuating circumstances, and actively be involved in recruiting new members throughout the academic year.

- f. **Publicity Officer:** The Publicity Officer shall insure that the Chapter newsletter is prepared and distributed to the membership no less than four (4) times per academic year, and prepare an article for the Tech Collegian no less that one time each academic semester about the Chapter's activities. The Publicity Officer shall maintain the Chapter's web site with accurate information updates throughout the academic year. The Publicity Officer shall be required to attend all chapter meetings and activities, except in extenuating circumstances, and actively be involved in recruiting new members throughout the academic year.

ARTICLE XII: IMPEACHMENT OF OFFICERS

In the event it becomes necessary to remove an officer(s) from their position, the following procedure shall be adhered to:

- a. The officer(s) shall be notified of the intended removal as soon as the determination has been made.
- b. The Faculty advisor shall set a date for the officer to have a chance to answer the charges, either in front of the full membership or the advisor and his/her fellow officers.
- c. At the next regular meeting, a vote will be taken of the full membership, with the exception of the accused, and to remove the officer a unanimous vote **MUST** be recorded for impeachment to occur.

ARTICLE XIIIa: GROUNDS FOR IMPEACHMENT

To insure due process for impeachment, the following reasons can be used as a guideline to request Impeachment proceedings:

- a.** Gross misconduct.
- b.** Financial impropriety
- c.** Theft of Chapter Property
- d.** Failure to perform duties as described in Article XI of these by laws.