



The Society For Human Resource Management
Leading People To Lead Organizations
UW-Stout Chapter | shrm@uwstout.edu

Constitution and By-laws

Constitution

ARTICLE 1: NAME

- A. The name of the organization shall be the Society for Human Resource Management (SHRM) UW Stout Student Chapter.
- B. (SHRM/UW-Stout), hereinafter referred to as the Society for Human Resource Management—UW-Stout Student Chapter, shall be affiliated with the Society for Human Resource Management, hereinafter referred to as SHRM.

ARTICLE II: Organization Purposes

The purpose of the chapter shall be as follows:

- A. To provide UW-Stout 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 CVSHRM of SHRM and the National SHRM organization.
- B. To grow UW-Stout students' networking skills, develop relationships, and educate about the HR profession. Students will be given ample opportunities and knowledge to aid in their job search and the interview processes.
- C. To encourage the acquisition, growth, and continuation of our respective careers in HR while building future leaders in the industry. Through the expanded knowledge, respect, and mutual support among chapter members, and affiliation with national, sponsoring, and local chapters.



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- D. To achieve our purpose, there shall be no discrimination in individual membership or chapter affiliations based on race, gender, religion, ancestry, age, veteran status, marital status, sexual orientation, income, physical ability, and political ideology.



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ARTICLE 111: Affiliations

Section 1: National Affiliation: Stout-SHRM, hereinafter referred to as the chapter, will participate in the SHRM Merit Awards program and National SHRM events as the Executive Board chooses.

Section 2: University Affiliation: The chapter will be responsible for the observance of the rules and regulations established by the University of Wisconsin-Stout.

ARTICLE IV: Amendments to Constitution

This constitution may be amended or revised by the officers of the student chapter.

By-laws

ARTICLE 1: Membership

Section 1: Members of the chapter shall be students of the University of Wisconsin-Stout. Membership is open to any student who is interested in professional development. Members may be of any academic classification (Freshman- Senior). Members must have a minimum grade point average of a 2.0 and be at least a part-time student (no less than six credits per semester).



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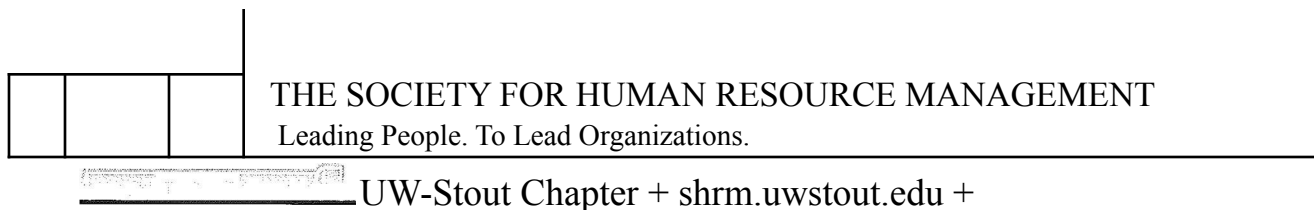
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Section 2: Application for membership shall be made through the chapter's dues. Semester dues shall become payable upon joining the chapter (\$10 per semester). Students who are a member of the chapter and who pay semester dues to SHRM, shall be designated as student members of SHRM. Student memberships will be validated after dues have been paid in full.

Section 3: Every member of the chapter in good standing (regular attendance, dues paid, positive attitude, and active involvement) shall be entitled to voice their opinion on any matter of the chapter's business. Primary control rests with the student officers of the organization.

Section 4: If and when graduation stoles are available, members will be required 2 years of active participation in our organization. In the case of exceptions, it can't be further discussed with the SHRM board.



ARTICLE 11: Officers

SECTION 1: The officers shall include the President, Vice President, Treasurer, Secretary, and Public Relations Specialist.

The qualifications/responsibilities for the officers are as indicated below:

1. President: The President shall arrange and conduct the meetings and shall represent the organization at large. The President is responsible for updating members of upcoming events and for all administration with the National SHRM. The President will be responsible for setting up fundraising, volunteering and Social Events for the SHRM organization each semester. They will be the main contact for event signup and communicate information about events to members via the SHRM email account.
2. Vice President: The Vice President shall assume the duties of the President in the President's absence. The Vice President shall act as a parliamentarian. Assists the executive board positions when necessary. They will be the main contact for event signup and communicate information about events to members via the SHRM email account.



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3. Secretary: The secretary will hold onto documents and handouts from meetings, for the recognition of the members and their participation. They are responsible for updating the member roster for the chapter and managing the follow-up of correspondence through the SHRM email account. The secretary is responsible for keeping the SHRM Alumni database up to date and will send out a contact information update email to all recent graduates and alumni (once a year). They will also update the Job/internship opportunities received from our Chapter Adviser, Liaison, and Career Services for the SHRM website.
4. Treasurer: The Treasurer shall handle all financial affairs of the chapter and keep the chapter informed of those affairs. The Treasurer shall prepare a balanced financial report and present it to the chapter once a semester. Chapter checks shall not be used for any other reason other than chapter-related affairs. Reimbursement checks shall not be written to oneself. Access the SHRM financial account will be limited to the President, Vice President and the Treasurer. The President will sign off on all receipts held against the SHRM account.
5. Public Relations Specialist: The Public Relations Specialist will be responsible for maintaining and updating our social media platforms with information about SHRM and our involvement on campus. They are also responsible for setting up fundraising, volunteering and Social Events for the SHRM organization each semester. They will be the main contact for event signup and communicate information about events to members via the SHRM email account. They will also update the Job/internship opportunities received from our Chapter Adviser, Liaison, and Career Services for the SHRM website.

SECTION 2: The chapter shall have an advisor.

The advisor must be a member of the UW-Stout faculty or comparable administrative staff.

The responsibilities of the advisor to the organization are as follows:

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1. Assist the organization to function in accordance with its constitutional objectives, to insure adherence to UW-Stout rules and regulations, to establish and maintain qualities of behavior among the membership which will reflect positively toward the organization and UW-Stout, and to develop skills among the members in democratic processes and leadership.
2. Participate in, or keep informed of, all activities of the organization.



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3. Keep currently informed on the financial status of the organization and give judicious and counsel in all financial matters.

The advisor shall have no voting privileges. The advisor shall provide counsel on chapter policy and procedure but shall not arbitrarily determine policy and procedure.

ARTICLE 111: Elections

Elections of officers shall be held at the end of Fall semester. If an officer decides at semester to run for a different position and does not get elected they do not have the right to stay in their current position prior to elections. When an officer leaves their position a current board member may take their position if they have not served the maximum time of one year without getting re-elected.

Each officer shall be elected based on a majority of votes cast for that office. In the event of a tie vote, the President shall vote.

All elected officers shall be expected to hold their office and faithfully discharge its duties for the full term of office. Individuals who cannot fulfill this duty shall not run for election. In the event that the

If the President is unable to fulfill their terms of office; the President shall appoint a current officer to fill their position when leaving. All officers must be current SHRM members.

ARTICLE IV: Meeting of Membership

Notice of the time and place of each meeting shall be served not less than seven days before the meeting.

At all meetings of the members, the President, or if absent, the Vice President, shall preside as the Chairperson. In the absence of said office, the Chairperson shall be elected by a majority vote of the members present.

ARTICLE V: Finance

Only the President, Vice President, and the Treasurer will have the authority to access the SHRM financial account. All transactions must go through the President, Vice President, and the Treasurer. The officers do not need the authority of the advisor to distribute funds. All receipts must be kept on file for



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any purchases made through SHRM. The bi-annual audit of the books will be done each semester by the Vice President.

The University of Wisconsin-Stout chapter of SHRM will be financed through membership fees, donations, and various fundraisers.

ARTICLE VI: Committees

The chapter from time to time may establish standing committees by majority vote.

ARTICLE VII: Amendments to By-laws

By-laws may be passed by a majority vote of the chapter officers.