



– CONSTITUTION –

© 2014 SOCIETY FOR HUMAN RESOURCE MANAGEMENT, ALOHA CHAPTER
Rewritten By President Adrian Catalan | Last Updated: June 25, 2014 – President Ha Vong

SOCIETY FOR HUMAN RESOURCE MANAGEMENT
UNIVERSITY OF HAWAII AT MANOA
SHIDLER COLLEGE OF BUSINESS

CONSTITUTION, BYLAWS, RULES AND REGULATIONS

Chapter Name: SHRM Aloha Chapter

Chapter Number: 5061

ARTICLE I: NAME

- Section 1. Name.** This organization shall be known as the Aloha Chapter at the University of Hawaii at Manoa of the Society for Human Resource Management (SHRM), with SHRM affiliation register ID#5061. To avoid potential confusion, the Chapter will not refer to itself as SHRM or the Society for Human Resource Management.
- Section 2. Affiliation.** Aloha Chapter hereinafter referred to as the Chapter, shall be affiliated with the Society for Human Resource Management, hereinafter referred to as SHRM.
- Section 3. **Relationships.** The Chapter is a separate legal entity from SHRM. It shall not be deemed to be an agency or instrumentality of SHRM 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 4. **License.** Use of the words "Society for Human Resource Management" or "SHRM" or use of the SHRM logo or any logo of or that may be used by SHRM may be used by the Chapter only by license from the SHRM.

ARTICLE II: OBJECTIVES

- Section 1.** To provide University of Hawaii at Manoa, specifically the Shidler College of Business 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 Hawaii Chapter of SHRM and the SHRM organization.
- 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 SHRM and our sponsoring chapter.
- 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.
- To act in accordance with the regulations of the University of Hawaii at Manoa and it's accredited affiliates and particularly the Shidler College of Business.

ARTICLE III: MEMBERSHIP

Section 1. Any student enrolled in classes at The University of Hawaii at Manoa 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 besides meeting minimum requirements and expectations.

Equal membership privileges will be given to all members of this organization. Eligibility for SHRM student membership is separate from student chapter membership and is based upon membership guidelines as set forth by SHRM

Section 2. **Dues.** Students wishing to join this organization must become a dues-paying student member of the SHRM Aloha Chapter the semester they start attending meetings. All members are required to pay, and are responsible for, club dues and all outstanding monetary obligations to the club before the end of the semester deadline set forth by the Executive Board.

Membership Dues:

New:	\$50
Returning Inactive:	\$45
Returning Active:	\$35

Section 3. Active member status shall be reserved for those who successfully complete and meet all active membership requirements.

Section 4. Active Status Requirements

Mandatory Events:

Car Wash (6 hours total)
Mock Interview
Super Club's Day
Professional Interaction Night
SHRM Banquet
Annual Alumni Mixer
\$80 Fundraising Quota

Category Events:

5 General Meetings
1 Tour
1 Workshop
1 Community Service
3 Socials
1 IBC Event

Section 5. Waivers. One waiver is permitted to each member each semester. Waivers may be used for any missed requirement except to excuse the fundraising quota. Using a waiver for General Meetings means the pardon of 1 missed meeting. An unused waiver at the end of the semester is null and void and does not roll over to the following semester.

Any member who has already used their waiver can create additional waivers by attending two other Category Events that are not counted towards active status. (i.e. if the Community Service Requirement is met said member may attend another Community Service Event and another Event in which they have already satisfied the qualification.) General Meetings are not counted towards creating a waiver.

All members who receive active status shall be recognized for the contributions and achievements at the SHRM Banquet. In addition to that, he or she shall also be given a space on the SHRM's Website and a group picture of recognition will be taken and display on SHRM's bulletin board for the following semester.

ARTICLE IV: ORGANIZATION

Section 1. **Executive Board.** There will be an Executive Board composed of a President, Vice President, Secretary, Finance Director, Fundraising Director, Director of Public Relations, Director of Professional Development, Director of Corporate Relations, Director of Student Affairs, Director of Marketing and an Inter-Business Council Senator. This Board 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.

Section 2. **Faculty Advisor.** There will be at all times at least one Faculty Advisor designated to the Aloha Chapter. Bi-semester meetings shall be held at a minimum at the beginning and the end of the semester. Further meetings can be scheduled at the discretion of the Executive Board or the Faculty Advisor. The faculty advisor, and co-advisor if appointed must be a current SHRM professional member in good standing throughout the duration of his/her term.

Student Undergraduate Advisor. One volunteer from the SHRM Aloha Chapter former executive board member will be allowed to fulfill the role and duties as an advocate and support for the organization. This position is a purely voluntary and advisory capacity to act as a reference and consultation. This position entails no decision-making power or authority but comes with the stipulation of the minimum due requirement and attendance at Mandatory Events to be decided by the current Executive Board.

SHRM Hawaii. Solid, professional, and positive relations will be maintained with the SHRM Hawaii College Relations Committee. Bi-semester meetings shall be held at a minimum at the beginning and the end of the semester. Further meetings can be scheduled at the discretion of the Executive Board or the College Relations Committee

Section 3. Any proposed project or program shall be brought before the Executive Board, 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 Board member, who will serve in an advisory and leadership capacity.

Officers shall serve as a liaison between this student and its sponsoring local chapter SHRM Hawaii Chapter of the Society for Human Resource Management.

ARTICLE V: OFFICER QUALIFICATIONS

Section 1. Officers shall be nominated and voted upon by the general membership present at the nomination and election meetings, respectively.

Section 2. All officers must have achieved an Active Status in SHRM Aloha Chapter by the end of the semester preceding their potential term of office, as well as be active in the semester of office.

Section 3. All potential must give a speech to the Executive Board and general membership present at the election meeting to be followed by a question and answer section.

Section 4. As all members of the Executive Board perform specific administrative functions, all officers are to openly assist each other as needed in the efficient and professional performance of their respective duties.

- Section 5.** Management of chapter practices; procedures and activities shall be vested in the Executive Board, which will consist of officers elected from this student organization. This chapter will decide qualifications of these officers, as necessary.
- Section 6.** The president must be a current SHRM student member in good standing throughout the duration of his/her term in office.

ARTICLE VI: EXECUTIVE BOARD

All positions will hold to its designated term stated. Under circumstances that the term period were to change, a unanimous vote must be made by the current executive board.

Year Positions

- Section 1.** **President** Shall preside at all meetings of this chapter; shall act as chairperson of the Executive Board and shall be an *ex-officio* member of all committees except the Nominating Committee. The president shall generate and update the chapter mission statement and annual goals/objectives. The president shall appoint chairpersons for standing and temporary committees, and shall administer the business of this chapter between regular meetings, exercising authority consistent with the powers given in the bylaws. Shall attend monthly IBC meetings and coordinate meetings with SHRM HI.
- Section 2.** **Vice President** Shall perform the duties of the president in the event of his or her absence, disability or at the president's request. If the office of the president becomes vacant, the vice president will temporarily act as president of this chapter. The chapter membership will then nominate and vote on a permanent replacement for the president. Shall pursue and organize community service projects, Alumni communications, database, and listserv.
- Section 3.** **Secretary** Shall take minutes of meetings, track member active status, circulate sign-in and sign-up sheets at meetings, make copies available of relevant announcements, and any other materials for distribution at chapter meetings. The secretary shall also distribute all announcements, meeting agenda and minutes, and reserve all rooms and venues. Shall also be responsible for coordinating the semester calendar of events for the chapter. Shall advise, track and record how chapter activities fit national SHRM Merit Award guidelines. At least twice a semester, shall inform chapter on point totals, and shall submit the Student Chapter Merit Award application to SHRM National.
- Section 4.** **Finance Director** shall gather, distribute and manage SHRM Aloha Chapter's funds. Sound chapter operations require the establishment of and adherence to realistic budgets. Shall handle all donations appeals, account management, and file taxes in a timely and orderly fashion. All officers should be informed of funds budgeted for chapter activities prior to planning for the year.
- Section 5.** **Inter-Business Council Senator** Shall represent the SHRM Aloha Chapter in IBC meetings and will facilitate SHRM's participation in Super Club's Day (SCD) and other IBC-related events. Shall submit a monthly list of events for Most Outstanding Club status. Shall frequently update all SHRM Executive Board members and general members about IBC and vice versa. Shall serve on an IBC committee and help head SHRM directives through IBC GMs.

Semester Positions

- Section 6. Fundraising Director** Shall pursue and organize fundraising events and coordination with members and sponsoring entities. The Fundraising Director is required to host and organize at least one new fundraising opportunity during their semester of office. He or she shall also apply for funding from appropriate institutions.
- Section 7. Director of Public Relations** Shall develop the chapter's Website, Facebook groups and page, LinkedIn account, listserv and membership, alumni and professional databases. Shall update new technology management systems and service for the chapter when necessary. Shall take pictures at all events to be shared with the Director of Marketing. Shall be responsible for asking for sponsorships, prize giveaway, and donation for big events as decided by the current Executive Board. Shall produce monthly newsletters for SHRM Hawaii and monthly Aloha E-Magazines for the SHRM Aloha Chapter.
- Section 8. Director of Professional Development** Shall contact and coordinate speakers for workshops. Shall identify speakers, various topics of interest to chapter members, formally invite them to present; send a confirmation letter with the time, date, topic and directions to campus; host, schedule audiovisuals, and provide technical assistance as needed the day they present; and send thank you letters after their visit. Shall generate the speaker calendar each semester and maintain a speaker database to keep track of past speakers, topics and chapter members' evaluation of their presentation.
- Section 9. Director of Corporate Relations** Shall contact and coordinate companies for chapter tours. Shall identify professionals in various fields of interest to chapter members, formally invite them to events; send a confirmation letter with the time, date, topic and directions to campus; host, schedule audiovisuals, and provide technical assistance as needed the day they present; and send thank you letters after their visit. Shall generate the tour and event calendar each semester and maintain a professional database to keep track of past invitees, tours and chapter members' evaluation of their presentation. Shall direct Professional Interaction Night.
- Section 10. Director of Student Affairs** Shall welcome new and help retain existing members, recruit from HR and applicable classes, provide forms for joining SHRM Student Chapter and National, and assist and mentor students in ways that enrich their chapter membership experience. Shall organize and involve members in various Chapter social events and inter-club outings to foster connectivity and bonding. Shall be coordinate and organize Recruitment week and S.C.R.U.B.S. Day Event (Orientation Picnic).
- Section 11. Director of Marketing** Shall update chapter bulletin board, post fliers, poster board, event signs and contact interested student organizations to advertise upcoming chapter events, submit articles publicizing chapter events to media outlets, and generate a chapter newsletter each semester. Shall compose the professional resume booklets and is in charge of designing and ordering the Super Clubs Day shirts. Shall manage all social media outlets and provide timely updates and reminders for chapter communication and informational consistency. Shall direct SHRM Aloha Chapter's Banquet.

ARTICLE VII: COMMITTEES (Optional)

- Section 1. Journalist:** Shall aid Director of Public Relations with the monthly SHRM Aloha E-Magazine. Members will help write his/her own report of the event that took place within the month. Members will also help design layouts for the Aloha E-Magazine. Led by Director of Public Relations, Director of Corporate Relations, and Director of Professional Development.

Section 2. Historian: Shall take and collect photos and videos throughout the semester. Members will create a photo collage presentation or a video presentation of the activities that took place during the semester. The Committee shall present their work during the SHRM Aloha Chapter's Aloha Banquet at the end of the semester. Led by the Secretary, Director of Finance, and Director of Fundraising.

Section 3. Aloha Banquet: Shall assist in planning the end of the semester Banquet. Planning this event will consist of but not limit to selecting the party theme, music, prizes, activities, venues, and catering. Shall help with promoting this event by helping to create fliers, posters, etc. Led by the Director of Student Affairs, Director of Marketing, and IBC Senator.

ARTICLE VIII: ELECTIONS

Section 1. Elections should be held no later than four weeks or before the second to the last meeting before the end of the respective semester.

Section 2. The President shall conduct nominations and election of the Executive Board.

Section 3. Elections will be conducted through private ballot of the General Membership. The Vice President and Secretary shall tabulate the votes to ensure an accurate and honest count takes place.

Section 4. Student officers, who wish to continue in their current position and run for a second or possibly third term, may do so by running for the position in an open election.

Section 5. All unopposed candidates must have at least two-thirds of the present membership vote to take office. If the candidate fails to receive at least two-thirds of the vote, a special election will be held at the first meeting following the occurrence to fill the position.

Section 6. Each present member is allowed one vote per open position. General Membership shall constitute one-third of the voting decision and the Executive Board shall constitute the remaining two-thirds.

Section 7. The General Membership one-third voting decision shall be held by private ballot whereas the Executive Board two-thirds voting decision shall be held by open ballot in a separate meeting. Re-running Executive Board members will not be present for their own open positions.

ARTICLE IX: VACANCIES, RESIGNATION, AND IMPEACHMENT

Section 1. If the event of a vacancy of the Executive Board, the President shall fill the vacancy by appointing a temporary replacement from the general membership. An Executive Board consensus of a $\frac{3}{4}$ majority vote is needed to approve the temporary replacement. The general membership will vote on the temporary replacement proposed by the Executive Board for the vacant position. The candidate must capture a $\frac{2}{3}$ majority vote to be elected.

Section 2. If the event of a vacancy in the office of President, the Vice President shall preside as the temporary President of the chapter.

Section 3. Resignation of any officer shall be submitted in writing to the Executive Board outlining the reasons, grievances, and circumstances surrounding their departure. Vacancies shall be filled as described in Section 1 and Section 2.

Section 4. Impeachment Any officer not fulfilling their duties and responsibilities shall be subject to impeachment hearings. Impeachment proceedings may be initiated by either the Executive Board or by the majority of the general membership. Notice of such charges shall be in writing and shall be submitted to the Executive Board who will then present it to the general membership.

Impeachment proceedings shall be conducted with the President presiding unless he or she is the alleged officer in which case the Vice-President shall preside. In the case of impeachment hearings of both the President and Vice-President, the remaining un-alleged officers shall elect one of them to preside.

The officer being impeached shall be given all opportunities to defend himself or herself before the Executive Board.

The officer being charged will not be present during the secret ballot of the chapter membership. A $\frac{3}{4}$ votes shall be required for removal from office.

The officer shall be compelled to resign and the vacancy to filled as described in Section 1 and Section 2.

Section 5. In the event membership becomes dramatically low and the electoral process becomes ineffective, the President may interview the remaining members of this general membership and appoint them to positions stated in these Bylaws in which the individuals will then represent this student chapter accordingly.

Section 6. Faculty Advisor Vacancy If the Faculty Advisor(s) position becomes vacant, the Executive Board of this chapter will nominate a professor of the Shidler College of Business at the University of Hawaii at Manoa, Human Resources or 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 current a member in good standing of SHRM. The advisory position must be filled by at least one Faculty Advisor.

ARTICLE X: MEETINGS

Section 1. 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. Half (1/2) of the 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.

Section 2. At all meetings of the members, the President, or if absent, the Vice President, shall preside as Chair. In the absence of said officers, the Chair shall be appointed by the President beforehand or amongst majority of the Executive Board present.

Section 3. 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 XI: FINANCES

Section 1. In the event that a financial burden is placed on this chapter, establishment of a dues paying policy may be proposed/changed and voted on by the Executive Board. The entire Executive Board must complete review of this matter before the decision can become part of the chapter's policy and Bylaws.

A minimum balance of \$1,500 must be maintained in the SHRM – Aloha Chapter bank account at all times to ensure sufficient funds for the following semester.

ARTICLE XII: PARLIAMENTARY PROCEDURE

Section 1. Robert's Rules of Order shall govern all parliamentary procedure unless otherwise specified.

ARTICLE XIII: STATEMENT OF ETHICS

The Chapter adopts SHRM's Code of Ethical and Professional Standards in Human Resource Management for members of the Chapter 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.

The Chapter shall not be represented as advocating or endorsing any issue unless approved by the Executive Council. No member shall actively solicit business from any other member at Chapter meetings without the approval from the Executive Council.

ARTICLE XIV: AMENDMENTS

Section 1. The bylaws of this Chapter may be amended, at any time, by a majority vote of all voting members, 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 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. 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 Student Chapter Advisor will be required to attend and supervise these meetings.

ARTICLE XV: CHAPTER DISSOLUTION

In the event of the chapter's dissolution, the remaining monies in the treasury, after chapter expenses have been paid, will be contribute to an organization decided upon by the Executive Council or Student Chapter Advisor at the time of dissolution (e.g. the SHRM Foundation, another student chapter, and HR degree program, or other such organization or charity with purposes consistent with those of the chapter.)

ARTICLE XVI: 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 provide SHRM 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 SHRM, it is subject to immediate disaffiliation by SHRM.

Disaffiliation indicates that this organization's status as a SHRM student chapter has been discontinued completely. All privileges provided to an affiliated student chapter are forfeited. Disaffiliation is permanent, except that an organization may be permitted to re-apply for a new student chapter after a period of time no less than one year from the date of the disaffiliation.

ARTICLE XIV: TERMS USED

As used in these Bylaws, feminine or neutral 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.