

# IREDELL HUMAN RESOURCE ASSOCIATION BY-LAWS

## ARTICLE 1 NAME AND AFFILIATION

**Name.** The name of the Chapter is Iredell Human Resources Association (IHRA). (Herein referred to as the "Chapter "). To avoid potential confusion, the Chapter will refer to itself as the Association and not as SHRM or the Society for Human Resource Management.

**Affiliation.** The Chapter is affiliated with the Society for Human Resource Management (herein referred to as "SHRM").

**Relationships.** 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.

## ARTICLE 2 OBJECTIVES

The major objectives of the Chapter shall be:

To promote and support the Society for Human Resource Management ("SHRM"), which exists to promote the Human Resources professional and to actively support those in the profession.

To institute and sponsor meaningful educational programs of interest on Human Resources related matters and current issues for IHRA members, guests and non-member business professionals.

To develop and promote human resources management, both at the local and national level, as well as to actively serve the community's best interest.

## ARTICLE 3 FISCAL YEAR

The fiscal year of the Chapter shall be from January 1 through December 31.

## ARTICLE 4 MEMBERSHIP

**Eligibility for Membership.** To achieve the objectives of the Chapter, there shall be no discrimination regarding memberships because of race, religion, gender, age, national origin, disability, veteran status or any other legally protected class. The membership shall include those individuals who are actively engaged in the practice of human resources administration and are assigned primary responsibility in personnel or industrial relations.

***Transferability of Membership.*** Membership in the Chapter is only transferable within the employer upon completion of an application and approval by the Board of Directors to a succeeding Human Resources professional.

**Terms and Classes**

***Professional:*** Members who are certified by SHRM and/or the Human Resource Certification Institute (HRCI), or whose primary occupation is engaged in the administration of a human resources function; or staffing service representatives with their primary responsibility of managing full-time staff in a human resource function; or an ESC and/or EEOC employee; or an attorney whose practice consists of counseling and advising clients on matters relating to the human resource profession; or consultants in human capital management and/or related areas of human resources; or a faculty member with an accredited institution of higher education whose primary focus is human resources;

***Life:*** Individuals may be granted membership through unanimous vote of the Board of Directors. Such membership will be made to former members of the Chapter or to others whose contribution has been in the field of Human Resources Management. A Life Member will not have any voting privileges, be required to pay annual dues or be able to hold any Board of Directors position.

***Application for Membership.*** The Board of Directors of the Chapter shall be empowered to approve applications for membership and may specify or modify any reasonable application procedure. Applications for membership shall be made on the Chapter's application form. A completed application with payment shall be forwarded to the Treasurer of the Chapter who shall present applications, in a timely manner, to the Board of Directors. Applicants will be notified by the President regarding their membership application.

***Resignation.*** Any member may resign at any time by written notice of resignation filed with the Secretary of the Chapter. The Secretary shall present resignations to the Board of Directors in a timely manner.

***Termination of Membership.*** Membership may be terminated for good cause by a majority vote of the Board of Directors. If a member's dues are more than two months in arrears, membership shall automatically be terminated. Remaining months of dues are not reimbursable.

Members may not use their membership in the IHRA to solicit other members by mail, telephone, fax, email and personal visits or by any other means for the promotion of business services.

All paying members of the Chapter shall have voting rights.

***Gifts.*** Members must attend a minimum of nine meetings throughout the year to be eligible for gifts from the Chapter.

**ARTICLE 5  
DUES**

***Dues.*** The amount of dues shall be approved by the Board of Directors. Life Members shall be exempt from the payment of dues. Annual membership dues are payable in advance to the Treasurer no later than February 28 each year. SHRM members will receive a ten percent (10%) discount off the annual IHRA dues. New members joining for part of a year (after May 30 of current year) will be charged on a prorated basis for each month remaining in the year. Renewal notices will be sent each January.

## ARTICLE 6 MEETINGS

**Regular Meetings.** Regular meetings shall be held on the third Monday of each month or as otherwise determined by the Board of Directors.

**Notice of Meetings.** The membership shall normally be notified of such change in regular meetings at least one meeting in advance.

Meetings will be held for nine or more meetings per year at such times and places as the Board of Directors may designate. The Board will determine which months the Chapter will not meet and the membership will normally be notified of the months of the Chapter will not meet at least one month prior.

**Special Meetings.** The President, with approval of the Board of Directors, may call special meetings as deemed necessary. A change in the time of the meeting and place of the meeting may be made if agreed upon by the membership.

**Quorum.** A quorum shall consist of the majority of the members present. The membership will be notified as part of the regular meeting notice as to the business to be voted upon at the next meeting whenever possible. Whenever it is not possible to notify the membership, the officers will determine whether said business may be voted upon.

**Guests/Visitors/Substitutes.** Guests and/or visitors are welcome to attend one Chapter meeting at no cost. Guests of members may attend additional regular meetings and will be billed for the cost of the meal as designated by the Board of Directors. Substitutes from the same organization may attend provided they meet the membership requirements. All guests visiting a meeting must be approved by a member.

## ARTICLE 7 BOARD OF DIRECTORS

**Members of the Board of Directors.** The Board of Directors shall be composed of six (6) positions. The following Board of Director positions are: President, President-Elect, Secretary, Treasurer, Membership and the immediate Past President. The past president shall automatically serve a term on the Board following his/her year as president.

**Filling a Vacancy.** In the event an Officer is unable to serve a full term, the remaining Board members may appoint an individual from the membership to fill the vacancy during the interim.

**Election and Installation.** Election of the Board of Directors will be held during a fourth quarter meeting. Installation will be at the December meeting. Newly elected Board members will shadow the incumbent during the remainder of incumbent's term and begin their duties in January.

**Succession Plan.** A succession plan has been established for the positions of President, President-Elect, Secretary and Treasurer. A person must hold a Board position for one year to be eligible to serve as the President-Elect, or President. All officers may hold office for no more than three consecutive terms.

**Removal of a Board Member.** Any Board member may be removed from office, with cause, upon an affirmative vote of three-fifths of the then entire Board of Directors.

## ARTICLE 8 DUTIES AND RESPONSIBILITIES

The responsibilities of each Board member are outlined in more detail in the position descriptions maintained by the Secretary. The position descriptions are subject to change as deemed necessary by the President and/or Chapter Board.

***The President.*** The President shall preside at the meetings of the members and act as business head of the Chapter. He/She shall appoint all committees and act as discussion leader when the need arises. Per SHRM bylaws, the President must be a current member in good standing of SHRM throughout the duration of his/her term of office.

***The President-Elect.*** The duties of the President-Elect shall be those of the President in his/her absence. He/she shall be responsible for special events and monthly programs. The President-Elect will also be responsible for the introduction of the program at each meeting. The chapter requires the President-Elect to be a current member in good standing of SHRM throughout the duration of his/her term of office.

***The Treasurer.*** The Treasurer shall be responsible for all financial affairs as needed by the Chapter and the preparation of financial report upon request of the President or the membership. The financial report shall be given at least at the first and last meeting of the year. The Treasurer position shall be elected every two (2) years. The Treasurer shall preside at any meeting in which it is necessary that the other three officers to be absent. The chapter requires the Treasurer to be a current member in good standing of SHRM throughout the duration of his/her term of office.

***The Secretary.*** The Secretary shall be responsible for recording the minutes of all meetings of the Chapter, greet members at the meetings; and provide a list of guests and substitutes to the Treasurer each month. The Secretary shall preside at any meeting at which it is necessary for the President and President-Elect to be absent. The Secretary shall be elected every two (2) years. The chapter requires the Secretary to be a current member in good standing of SHRM throughout the duration of his/her term of office.

***Past President.*** The Past President shall serve as an advisor to the President, and fulfill such duties as requested by the President and/or Board of Directors. The chapter requires the Past President to be a current member in good standing of SHRM throughout the duration of his/her term of office.

***Membership Director:*** The Membership Director shall respond to requests for information about membership through telephone calls, personal contacts and correspondence. The Membership Director shall maintain an up to date list of active Chapter members and applications for membership. The Chapter requires the Membership Director to be a current member in good standing of SHRM throughout the duration of his/her term of office.

## ARTICLE 9 COMMITTEES

***Committee Organization.*** Committees are established to provide the Chapter with special ongoing services. The President-Elect serves as the chairperson of committees, such as the Scholarship and Holiday Event. Other committees may be voted on by the Board of Directors throughout the year. The Chairperson and the President will seek interested members to participate in committee activities.

***Nominating Committees.*** The Board of Directors will serve as the official nominating body for the Chapter.

**ARTICLE 10  
STATEMENT OF ETHICS**

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

No member shall actively solicit business from any other member at Chapter 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 11  
PRIVACY POLICY**

Your privacy is important to us. The Chapter collects and maintains membership information as part of servicing our membership. Member names and contact information is listed on our website in the members only section secured with an individual id and password. We restrict access to other nonpublic personal information about members to SHRM, the Chapter Board, and the Chair and Committee members with a reason to know this information.

The chapter may share mailing lists (names, mailing addresses, and e-mail addresses) of our members to selected human resources affiliates and service providers as authorized in advance by the Board of Directors. Independent contractors and outside companies who perform work for IHRA are required to adhere to strict privacy standards through their contracts with us.

**ARTICLE 12  
AMENDMENT OF BYLAWS**

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 by laws. 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 13  
VOTING**

Only Professional members are eligible to vote.

**ARTICLE 14  
CHAPTER DISSOLUTION**

In the event of the chapter's dissolution, the remaining monies in the Treasury, after chapter expenses have been paid, will be contributed to the SHRM Foundation.

**ARTICLE 15  
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 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 (30) thirty-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.

Ratified by the Membership of the Chapter and signed by:

Chapter President *Karen Adams* Date 03-22-2016

Approved by:

SHRM President/CEO or President/CEO Designee *Tim O'Neil* Date 2-10-2016