

AFFILIATE OF



SOCIETY FOR
HUMAN
RESOURCE
MANAGEMENT

Central Kentucky Society for Human Resource Management

BYLAWS

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Revised AUGUST 2006

Approved by Board _____

Approved by Membership _____

BYLAWS

Central Kentucky Society for Human Resource Management

ARTICLE I – IDENTIFICATION

Section 1: Name - The name of the organization shall be the Central Kentucky Society for Human Resource Management.

Section 2: National Affiliation -The Central Kentucky Society for Human Resource Management, hereinafter referred to as CKSHRM, shall be affiliated with the national Society for Human Resource Management (SHRM).

ARTICLE II – PURPOSES

The purposes of CKSHRM shall be as follows:

- (a) To afford a medium for the exchange of information, ideas and experiences in Human Resource Professionals.
- (b) To provide opportunities for members to enhance their individual performance in Human Resource management.
- (c) To uphold and communicate the Code of Ethics set forth by the national Society for Human Resource Management (see addendum).

ARTICLE III – MEMBERSHIP

Section 1: Regular Members – Shall be those persons actively engaged in Human Resource Management, AND who devote at least 50% of their time to Human Resource functions OR who are the principal person(s) responsible for Human Resource functions in their organization; or faculty members holding an assistant, associate, or full professional rank in Human Resource management or personnel or their specialized phases, at an accredited college or university. Membership is subject to payment of membership dues annually prior to February 1.

Section 2: Affiliate Members – Shall be those persons who do not meet the above qualifications but are in a closely related field AND who demonstrate interest in the purposes of the CKSHRM. This category of membership shall not exceed 15% of the regular membership category and no more than 1/3 of the Affiliate Members shall be engaged in promoting services for profit. If either ratio is exceeded, no new applications for the specific class of member will be approved until such time as it can be approved within the specified ratios. All members as of ratification of this bylaw change will be

permitted to continue as members, if they meet the qualifications of either the Regular or Affiliate membership categories, regardless of the ratios.

Section 3: Honorary Members – Any member in good standing at the time of retirement/outplacement from any firm, organization, or institution may be elected to Honorary membership of CKSHRM by a majority vote of the Board of Directors. Honorary Members shall be entitled to full membership but will not have the right to vote or hold office. Retired members are eligible for membership indefinitely. Outplaced members are eligible to continue membership for up to one year. Outsourced members or members of extended leave of absence due to illness shall not be subject to membership dues should payment of dues arrive within the member's 12 month continued membership period.

Section 4: Student Members – Shall be full-time students in accredited colleges or universities who demonstrate a bona-fide interest in Human Resource management. Student Members shall be entitled to full membership but will not have the right to vote or hold office. Student Members shall not be subject to membership dues until such time as they obtain employment.

Section 5: Membership Type – Membership in CKSHRM is personal rather than corporate. Membership is not transferable and dues are not prorated except during the first year of membership.

Section 6: National Membership – Simultaneous membership in SHRM is encouraged but is not required. At least five (5) members or ten percent (10%) of CKSHRM's active membership, whichever is greater, must be members of the national Society for Human Resource Management to maintain affiliation. All approved membership in CKSHRM of national SHRM members shall receive discounted chapter membership equal to 50% of regular dues for each year national membership is maintained. Membership status to be determined as of January 31.

Section 7: Membership Approval – Application for membership shall be in writing on the form designated by CKSHRM. All membership requests must be reviewed and approved by the Board of Directors.

Section 8: Membership Dues – The amount of membership dues to be paid by each member shall be decided by the Board of Directors no later than November to be effective January of the following year. Changes in the amount of Membership Dues shall be communicated to the membership at least 30 days in advance of such change.

Section 8: Change in Employment – In the event the employment status of a member of CKSHRM changes, the Board of Directors will review membership eligibility and determine by majority vote if that member should continue as a member of CKSHRM.

Section 9: Termination of Membership – The Board of Directors has the authority to terminate any member’s membership who, in the judgment of a majority of the Board, fails to comply with the bylaws of this organization or who:

- (a) by his/her actions, casts adverse reflection on CKSHRM.
- (b) Fails to attend at least three (3) of the regularly scheduled meetings annually.
- (c) Fails to pay his/her dues within 60 days of the due date.
- (d) Solicits business as a result of information learned or contacts made through membership in CKSHRM.

Section 10: Guest Attendance – An individual who is not a member shall be limited to attending no more than (3) three meetings of CKSHRM annually. Guests must have been invited and be accompanied by a CKSHRM member.

ARTICLE IV – MEETINGS

Section 1: Regular Meetings – Regular meetings shall be held monthly On the 2nd Tuesday of the month unless determined otherwise by the Board of Directors and communicated to membership at least 7 days in advance.

Section 2: Notice of Meetings – A notice of all regular meetings shall be sent to all members at least seven days prior to the meetings.

Section 3: Quorum – A majority of the members present at a meeting shall constitute a quorum.

ARTICLE V – OFFICERS/BOARD OF DIRECTORS

Section 1: Number – The following shall be members of the Board of Directors: the President, the Vice President, the Secretary / Treasurer, the immediate past President, President - Elect and Directors for the following areas: Programs, Legislative Issues, Diversity, Best Places to Work. The number of Directors and/or additional members of the Board may be changed from time to time by Board resolution.

Section 2: Qualification – All candidates for Officer or Director positions must be qualified members of CKSHRM in good standing at the time of nomination or appointment. Candidates for Chapter President must hold membership within National SHRM and maintain such membership throughout course of term. The same ratio of Affiliate to Regular Members will apply to the full Board of Directors. No person elected, as President shall be eligible for re-election to said office for the next term. All other Officers or Directors may not be elected to serve more than two (2) consecutive terms.

Section 3: Election & Term of Office – All elected Officers and Directors shall be chosen as provided in these Bylaws, annually in September. Each elected Officer and Director shall spend the fourth quarter becoming aware of his/her duties and leadership roles and officially assume office on January 1, of the year following his/her elections

and shall hold office for (1) one year or until his/her death, resignation, or removal. The Secretary / Treasurer position shall hold office for a term of (2) two years or until his/her death, resignation, or removal.

Section 4: Vacancies – Any vacancy in the Board shall be filled for the unexpired term by vote of a majority of the Board in attendance at any regularly constituted meeting.

Section 5: Officer Rank – The Officers of CKSHRM shall rank as follows: President, Vice-President, Secretary/Treasurer.

Section 6: Quorum – A majority of the total Board membership shall constitute a quorum for the transaction of business. The act of a majority of the Board members present at any meeting at which there is a quorum shall be the act of the Board.

ARTICLE VI – DUTIES OF INDIVIDUAL OFFICERS/BOARD MEMBERS

Section 1: President – The president shall:

- (a) have general charge and supervision of the affairs and business of CKSHRM.
- (b) preside at the meetings of CKSHRM and the Board of Directors.
- (c) appoint and be a member ex-officio of all committees.
- (d) authorize CKSHRM expenditures between \$100 and \$200.
- (e) automatically become a member of the Board of Directors for one year following the term of President serving as Past President.
- (f) administer CKSHRM Bylaws and coordinate CKSHRM business with the national Society for Human Resource Management, the State Council and Presidents of other Human Resource organizations as necessary.
- (g) represent CKSHRM at State Council meetings.
- (h) promote and encourage CKSHRM member accreditation.
- (i) be a member of the national Society for Human Resource Management.

Section 2: Vice President – The Vice President shall:

- (a) at the request of the President, or in his/her absence or disability, perform any of the duties of the President.
- (b) examine each application for membership to verify the qualifications of the applicant and determine whether said applicant should be a Regular or Affiliate member.
- (c) keep records of the number of Regular and Affiliate members and inform the Board of such, so that the appropriate ratio will be maintained.
- (d) recruit candidates for membership.
- (e) publish and keep current a membership directory providing information regarding members' Human Resource functions and company information to facilitate information exchange among members.

- (f) encourage CKSHRM members to become members of the national Society for Human Resource Management.
- (g) keep records of the number of national members who are CKSHRM members to ensure that CKSHRM does not fall below the required minimum to maintain national affiliation.
- (h) maintain name tags for all members.
- (i) maintain attendance records of members and guests to ensure compliance with the Bylaws.
- (j) perform such other duties as the President may determine.

Section 3: Secretary / Treasurer – The Secretary / Treasurer shall:

- (a) be responsible for the preparation of a record of the proceedings of all meetings of the Board and of any other business meeting of CKSHRM.
- (b) conduct the correspondence of CKSHRM at the direction of the President.
- (c) prepare and distribute monthly meeting notices.
- (d) act as CKSHRM Historian, maintaining a repository of information, data and record of all CKSHRM documents and activities.
- (e) perform such other duties as the President may determine.
- (a) invoice members for annual local CKSHRM dues
- (b) collect and record all dues and any other monies due CKSHRM and deposit the same in the bank(s) designated by the Board.
- (c) pay all bills with the approval of the President for expenses that are \$100 to \$200; and with the approval of the Board for expenses that exceed \$200 or more.
- (d) maintain an itemized record of all receipts and expenditures and submit a written report at each Board meeting and at least annually to the full membership.
- (e) perform such other duties as the President may determine.

Section 5: Director of Programs – The Director of Programs shall:

- (a) propose for Board approval a schedule of meetings which will include approximately 6-7 speakers, 3-4 roundtables and 2 social events.
- (b) ensure that speakers covering a broad range of Human Resource topics are arranged for, through a committee or the general membership.
- (c) inform the Secretary/Treasurer of each speaker's meeting topic at least two weeks in advance to facilitate timely announcements.
- (d) ensure that an appropriate meeting place is reserved.
- (e) ensure that any audio-visual equipment requested by a speaker is located and set-up for meetings.
- (f) get appropriate approvals for expenditures and report such expenses promptly to the Treasurer.
- (g) perform such other duties as the President may determine.

Section 6: Director of Legislative Issues – The Director of Legislative Issues shall:

- (a) serve as liaison on legislative issues to the national Society for Human Resource Management.

- (b) keep members informed of current legislative issues.
- (c) encourage local members to become involved in the legislative process by making their opinion known to the appropriate legislators on both a State and a National level.
- (d) perform such other duties as the President may determine.

Section 7: Director of Diversity – The Director of Diversity shall:

- (a) keep members informed of diversity initiatives
- (b) encourage local members to be active and engaged in diversity
- (c) provide periodic information to CKSHRM membership on diversity related topics and resources.
- (d) coordinate one meeting annually on a diversity related topic.
- (e) perform such other duties as the President may determine.

Section 8: Direct of Best Places to Work – the Direct or Best Places to Work shall:

- (a) serve as liaison on Best Places to Work initiatives to the national Society for Human Resource Management.
- (b) Keep members informed of current Best Places to Work information
- (c) Encourage members to participate in Best Places to Work efforts.
- (d) Provide timely information to membership of resources, deadlines, and other information associated with Best Places to Work.
- (e) Perform such other duties as the President may determine.

ARTICLE VII – RESPONSIBILITIES OF THE BOARD

The Board of Directors shall:

- (a) have charge of all matters pertaining to the activities and operation of CKSHRM, and shall have the power to define all duties and privileges of membership, including the responsibility of members for attendance.
- (b) have responsibility to ensure that all members act according to the Code of Ethics specified in these Bylaws.
- (c) set the dues for members of CKSHRM.
- (d) designate the bank(s) in which CKSHRM monies will be deposited.
- (e) approve all expenditures over \$200.
- (f) approve all memberships to CKSHRM.
- (g) audit all memberships to ensure that members remain in good standing.
- (h) ratify all appointments.
- (i) appoint the Nominating Committee which shall be chaired by the immediate past President.
- (j) make recommendations to CKSHRM membership regarding all proposed amendments to the Bylaws.

ARTICLE VIII – ELECTIONS

Section 1: Elections –

- (a) Votes Required – Each Officer and Director shall be elected on the basis of a plurality of votes cast for that position.
- (b) Tie Votes – In the event a tie occurs during an election through two or more candidates for the same position receiving the same number of votes, successive balloting shall be conducted until one candidate receives a plurality.

Section 2: Referendum and Other Mail Balloting – The Board of Directors or President may submit any matter of CKSHRM’s business to the voting membership for resolution by mail ballot.

ARTICLE IX – PARLIAMENTARY PROCEDURE

Robert’s Rules of Order shall govern all parliamentary procedure unless otherwise specified in these Bylaws.

ARTICLE X – AMENDMENTS OF BYLAWS

The Bylaws may be amended by a two-thirds affirmative vote of the regular members present at any scheduled meeting of CKSHRM, provided that notice of the proposed amendment is published and distributed to all regular members at least two weeks prior to such meeting.

ARTICLE XI – DISSOLUTION

In the event of the dissolution of CKSHRM, any net assets will be distributed to the SHRM Foundation or such other not for profit organization as may be decided by the membership.

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Code of Ethics

As a member of the Society for Human Resource Management, I pledge to:

- Maintain the highest standards of professional and personal conduct.
- Strive for personal growth in the field of Human Resource management.
- Support the Society's goals and objectives for developing the Human Resource management profession.
- Encourage my employer to make the fair and equitable treatment of all employees a primary concern.
- Strive to make my employer profitable both in monetary terms and through the support and encouragement of effective employment practices.
- Instill in employees and the public a sense of confidence about the conduct and intentions of my employer.
- Maintain loyalty to my employer and pursue its objectives in ways that are consistent with the public interest.
- Uphold all laws and regulations relating to my employer's activities.
- Refrain from using my official positions, either regular or volunteer, to secure special privilege, gain or benefit for myself.
- Maintain the confidentiality of privileged information.
- Improve public understanding of the role of Human Resource management.

This Code of Ethics for the members of the Society for Human Resource Management has been adopted to promote and maintain the highest standards among its members. By joining the Society, a member espouses this Code, thereby assuring public confidence in the integrity and service of Human Resource management professionals.