

Student Chapter Bylaws

Chapter Name: The Society for Human Resource Management at the University of Texas at Dallas

Chapter Number: 5724

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ARTICLE I: NAME

- A. **Name:** This organization shall be known as The Society for Human Resource Management at the University of Texas at Dallas. Appropriate organization title abbreviations include SHRM at UT Dallas, SHRM at UTD, or the SHRM UTD Student Chapter. To avoid potential confusion, the Chapter will not refer to itself as SHRM or the Society for Human Resource Management, which denote the national organization.
- B. **Affiliation:** The University of Texas at Dallas Chapter, hereinafter referred to as the Chapter, shall be affiliated with the Society for Human Resource Management, hereinafter referred to as SHRM.
- C. **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.

ARTICLE II: OBJECTIVES

- A. To provide UTD students with the opportunity to gain knowledge and insight into the effective management of human capital in the field of Human Resource Management (HRM) through affiliation with the DallasHR and the SHRM organizations.
- B. To contribute to the growth of the Bachelor of Science in Human Resource Management program at UTD.

- C. To promote the exchange of work-related experience of established business professionals with the theoretical academic perspectives of student and faculty members through networking opportunities and professional development.
- D. 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 DallasHR.
- E. To provide a pool of HR leaders for perpetuation of the Chapter and of SHRM.
- F. To function as an important vehicle for promoting the HRM field to students.
- G. To serve as a source of new members for SHRM.
- H. To act as part of the two-way channel of communications between SHRM and the membership of the Chapter.
- I. To achieve these objectives, there shall be no discrimination in individual membership or chapter affiliations because of race, religion, sex, age, disability, sexual orientation, national origin, veteran's status, or any other legally protected class. Equal membership privileges will be given to all members of this organization.

ARTICLE III: MEMBERSHIP

A. Student Status

- a. All members must be current students of the University of Texas at Dallas.
- b. Current students may be undergraduate or graduate students of any major.

B. Attaining Membership

- a. All students who wish to join the Chapter must fill out an online application. This ensures that the student meets the status requirement listed in *Section 3 Subsection A* above.
- b. After submitting the application, the student will hear back from the Director of Recruitment regarding next steps, which include the payment of dues.

C. Dues

- a. Chapter dues will be required of all members. The dues amount will be proposed by the Treasurer and voted on by the Executive Council, provided that the Chapter Advisor(s) have reviewed and approved such dues amount.
- b. Dues can be paid per semester or in the month of September for the academic year.
- c. Dues can be paid through Venmo or paid in cash, given to any officer in an envelope with the member's name.

D. Membership Records

- a. All Chapter membership information will be recorded through the Chapter Google account, shrmutdallas@gmail.com.
- b. Every member, alumni, and HR professional will have a contact in the Google Drive for primary email communications.
- c. Every paid member will be added to our Chapter GroupMe for convenient text communications and to our Google Contact group for convenient email communication.

- d. Google Drive will have all Chapter archives for use from academic year to academic year, including a detailed membership sheet.

E. Member in Good Standing

- a. **Events:** To be considered a member in good standing, a student member must attend 60% of events each semester. **If the member joins after the first event of the semester, he or she must attend 60% of the remaining events.**
- b. **Cords:** When members are in their semester of graduation, their records will be reviewed to determine eligibility for SHRM graduation cords. The graduating members must be in good standing the semester before or the semester of graduation. **Beginning in Fall 2018, cords will cost \$5. This money will be refunded if and/or when the graduate returns the cords.**
- c. **Dues:** Members must be considered a member in good standing to receive the discounted dues rate for returning members the following semester.

F. Additional Membership Opportunities

- a. **SHRM:** Eligibility for a SHRM student membership is separate from student Chapter membership and is based upon membership guidelines as set forth by SHRM. If eligible, students can purchase a discounted student membership for \$40 per year.
- b. **DallasHR:** Eligibility for a DallasHR student membership is separate from student Chapter membership and is based upon membership guidelines as set forth by DallasHR. If eligible, students can purchase a discounted student membership for \$12 per year.
- c. **Job Opportunities and Scholarships:** **A monthly newsletter will be sent out with opportunities such as unpaid HR internships, paid HR internships, part-time HR jobs, full-time HR jobs, and HR scholarships – especially those offered by SHRM and DallasHR.**
- d. **Project Proposals:** **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.**

ARTICLE IV: LEADERSHIP

- A. **Executive Council:** There will be an Executive Council (hereinafter called the Council) composed of two Student Chapter Advisors, President, Vice President, Treasurer, and Secretary. This Council will be the advising and coordinating body responsible for the general membership of the Chapter.
- B. **Other Officers:** Additional officer positions will include the Director of Corporate Relations, Director of Membership Engagement, Director of Recruitment, and Director of Marketing. Other positions may be created and elected by the Executive Council as needed.
- C. **Hierarchy**
 - a. The Chapter Advisors will supervise the President.
 - b. The President will supervise the Vice President.
 - c. The Vice President will supervise the Treasurer and Secretary.

- d. The Treasurer will supervise the Director of Recruitment and the Director of Membership Engagement, overseeing internal Chapter components.
- e. The Secretary will supervise the Director of Marketing and the Director of Corporate Relations, overseeing external Chapter components.
- f. 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.

D. Expectations

- a. **Additional Memberships:** All officers of this chapter shall be responsible for maintaining the Chapter as a formal entity. All officers must hold a SHRM National Membership and DallasHR membership.
- b. **Time Commitment:** All officers of this chapter shall commit to one full semester, as marked by the UTD calendar. There will be one officer meeting per month, with an expected duration of two hours. Officers should expect to dedicate an additional two hours per week to complete their duties.
- c. **Attendance:** All officers of this chapter must attend 75% of all officer meetings and 75% of all chapter events to be officers in good standing. If the officer is not in good standing by the end of his or her term, the Council may ask the officer to step down at the end of the term.
- d. **Contract:** Each officer will sign a contract at the beginning of their term as officer. The contract will list the responsibilities of the officer position, as written in these bylaws.
- e. **Vacancies:** If needed, the Council shall fill a vacancy among the Director positions by appointing an interim director. The appointment will be at the discretion of the Executive Council, and the candidate will fill the position immediately. All vacancies will then be brought to the attention of the general membership. Members will have the opportunity to apply for the vacant position. The remaining officers will select the best candidate based on their application and interview.
 - i. Any vacancy in the Executive Council may be filled for the unexpired term by appointment of the Student Chapter Advisor with the consent of the Executive Council.
- f. **Officer Removal:** Any officer may be removed from office, with cause, upon an affirmative majority vote of the Advisors, President, and Vice President. The officer shall be entitled to a due process hearing prior to any termination action being imposed. Possible reasons for removal include but are not limited to: not fulfilling duties as listed in these bylaws, absence for multiple chapter functions and events, failure to respond to communication from Chapter Advisors and President. The Chapter Advisor has the right to immediately remove any officer from their office at any given time.
- g. **Penalties:** If an officer does not meet the expectations set forth in the contract, the following steps will be taken:
 - i. First, the President or Vice President will set up a meeting with the officer in violation in-person to discuss an amended set of expectations. In the meeting, the

President or Vice President will write a new contract for remaining incomplete responsibilities. The officer will sign this contract.

- ii. If this contract is broken, or if the officer chooses not to make an alternate contract, the officer will face penalties:
 1. He or she will be asked to step down and will lose the ability to be nominated in the future.
 2. He or she is not eligible for SHRM cords upon graduation if the graduation date is within two semesters of the time of penalty.
 3. He or she will be fined with the standard semester dues.

ARTICLE V: EXECUTIVE COUNCIL

- A. Duties and Power:** The Executive Council shall manage chapter practices, procedures, chapter dues, and activities. The Council shall consist of the officers listed in Article IV above and elected from this student organization. This Chapter will decide qualifications of these officers as necessary.
- a. 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.
 - b. Officers shall serve as liaisons between this student chapter and its sponsor chapter.
 - c. The Council will meet once a month. If the Co-Advisors are not in attendance, it is the responsibility of the President or Vice President to update them afterwards, within 5 days.
- B. Advisor Selection:** If an Advisor position becomes vacant, the officers will nominate a replacement. An offer to fill the vacant position will then be presented to the individual for acceptance. The primary chapter advisor must be a member of SHRM.

ARTICLE VII: OFFICER RESPONSIBILITIES

The responsibilities of each member of the Council shall be as outlined in the position descriptions maintained by the President and distributed to the Council and Director positions. The position descriptions are subject to change as deemed necessary by the President, Student Chapter Advisor, and/or the Council.

A. Student Chapter Advisors

The guidance that the Chapter Advisors provides is the primary element in establishment and continuity of the student group. The Advisors' understanding of the human resource field and recognition of benefits of participation in an established professional community guides his or her actions. A general interest in and enthusiasm for the students' efforts and activities and attendance at planned events are important contributions that the Advisor makes throughout the year. The Chapter will have Co-Advisors; however, one person should be identified as the primary contact.

Responsibilities:

- Serve as the primary contacts for SHRM headquarters and Texas SHRM.
- Receive Chapter materials for distribution to officers from SHRM.

- Advise officers on the formation and implementation of the chapter's goals, objectives, and programs.
- Ensure the Chapter understands the role of SHRM as a professional organization.
- Lead an annual student officer trip to the SHRM Annual Exposition.
- Promote and grow the Bachelor of Science in Human Resource Management program at UTD.
- Facilitate the transition of any new Treasurer and oversee the Chapter bank account.

B. Executive Officers

The quality of leadership provided by the officers of the student chapter significantly influences the level of involvement and participation of both chapter members and other interested individuals in planned chapter activities. The officers' understanding of the importance of their roles in setting the direction of the student chapter and seeing to its management will be reflected in the overall success and continuity of the group. The Executive Officers shall consist of the President, Vice President, Secretary, and Treasurer.

Responsibilities:

- Be fully conversant with the Chapter bylaws.
- Act as the primary interface between the Chapter, Advisors, the Bachelor of Science in Human Resource Management program, UTD, and SHRM.
- Establish a clear set of objectives and an operating plan for the chapter year.
- Take responsibility for fulfillment of the chapter's established objectives.
- Train newly elected officers and hand over materials each semester.
- Monitor that the Chapter is meeting requirements as a JSOM and SOC organization and as a SHRM-affiliated chapter.

a) **President**

Shall act as chair of the Council and administer the business of this Chapter between regular meetings, exercising authority consistent with the powers given in these bylaws.

Responsibilities:

- Maintain communication with the Co-Advisors regarding Chapter happenings.
- Plan and type an agenda for all officer and Chapter meetings.
 - There will be a minimum of one officer meeting each month.
 - There will be a minimum of one Chapter meeting each month.
- Prepare materials for all officer meetings.
- Lead all officer and Chapter meetings or delegate this responsibility to the Vice President.
- Create and coordinate the tentative semester calendar of events for the Chapter at least one month prior to the first day of the semester.
- Review and edit bylaws as necessary, then submit appropriately.
 - Include the Council in review and approval(s) of amendments.
- Advise, track and record how Chapter activities fit SHRM Student Chapter Merit Award guidelines. Submit the Student Chapter Merit Award application to SHRM by the April deadline.

- Submit Student Chapter Information Form to SHRM by the June deadline.
 - The President of the semester directly preceding June will be responsible for this submission.
- Facilitate constructive feedback among the Chapter, aligning with set objectives.
- Oversee the usage of the Google account.
- Manage officer contracts, to be signed at the beginning of each semester.
- Onboard new and returning officers with the Vice President at the start of each semester.
- Update Chapter bylaws once per year, in the Spring, and submit to SHRM.
- *Supervisory Responsibilities: Shall supervise the Vice President. The President is expected to check in with the Vice President bi-weekly.*

b) Vice President:

Shall assist the President in the execution of all Chapter operations and perform the duties of the President in the event of his/her absence, disability, or at the President's request.

Responsibilities:

- Act as the Chapter representative in collaboration with DallasHR and SHRM national representatives.
 - Reserve DallasHR monthly luncheon tickets each semester from the DallasHR liaison.
 - Promote the student DallasHR membership and coordinate all applications.
 - Create both a Google Contacts group and a GroupMe for all active DallasHR student members. Send bi-weekly updates to this group of upcoming DallasHR events.
 - Facilitate and encourage the mentorship program in partnership with Dallas HR.
 - Promote SHRM resources to the Chapter.
- Work with the Director of Membership Engagement and the Secretary to send event reminders to all members through Gmail and the GroupMe.
- Facilitate and record achievement of all officers' objectives and milestone.
 - Complete a mid-semester check-in with each officer.
- Formulate a Student Chapter Operating Plan for the academic year or make revisions to previously written Operating Plans.
- Onboard new and returning officers with the President at the start of each semester.
- Lead and implement general chapter programs as needed.
- *Supervisory Responsibilities: Shall supervise the Secretary and Treasurer. The Vice President is expected to check in with his/her supervisees bi-weekly.*

c) Secretary:

Shall maintain records for the Chapter, ensuring good standing with the Jindal School of Management (JSOM), the Student Organization Center (SOC), and SHRM.

Responsibilities:

- Type notes at leadership meetings and distribute via email to all leaders for reference within 24 hours of the end of the meeting, to be saved in the Google Drive for records.

- Take attendance at all Chapter events and save in the Google Drive for records within 24 hours of the event. Inform the Director of Membership Engagement when attendance is updated.
- Make copies (through the SOC or JSOM) of relevant announcements and any other materials for distribution at Chapter meetings, including meeting agendas. Work with the Director of Marketing to print promotional materials.
- Reserve all necessary rooms or supplies through the SOC EMS reservation system or via the appropriate JSOM staff member.
- Submit Student Chapter Roster Update Form to SHRM by October and March deadlines.
- In the Spring, renew annual Chapter subscriptions of the JSOM bulletin board and closet, and Chapter WordPress website.
- Maintain the Chapter JSOM closet and hold the closet key.
- Work with the Treasurer to determine which members are in good standing, especially for Cords and Awards at the end of each semester.
 - Define what it means to be a “member in good standing” at the first event of each semester.
 - Manage all Cords and Awards.
- Oversee officer elections each semester. *See Article VI.*
- *Supervisory Responsibilities: Shall supervise the Secretary Elect, the Director of Marketing, and the Director of Corporate Relations, overseeing external Chapter components. The Secretary is expected to check in with his/her supervisees monthly.*

d) Secretary ELECT:

Shall observe and assist the Secretary in the responsibilities below:

Responsibilities:

- Type notes at leadership meetings and distribute via email to all leaders for reference within 24 hours of the end of the meeting, to be saved in the Google Drive for records.
- Take attendance at all Chapter events and save in the Google Drive for records within 24 hours of the event. Inform the Director of Membership Engagement when attendance is updated.
- Make copies (through the SOC or JSOM) of relevant announcements and any other materials for distribution at Chapter meetings, including meeting agendas. Work with the Director of Marketing to print promotional materials.
- Reserve all necessary rooms or supplies through the SOC EMS reservation system or via the appropriate JSOM staff member.
- Maintain the Chapter JSOM closet.
- Determine which members are in good standing, especially for Cords and Awards at the end of each semester.
- Assist other officers, as needed.

e) Treasurer:

Shall gather, distribute, and manage the Chapter’s funds for successful operation of the Chapter.

Responsibilities:

- Manage the Chapter Wells Fargo bank account, hold the credit card, and manage the Chapter Venmo account.
 - Prior to leaving the officer role, the Treasurer must meet face-to-face with the Treasurer-Elect and Advisors to transfer the credit card and account ownerships.
- Create an operations budget for the semester, including the type(s) of activities the Chapter will take for fundraising, with projections for the academic year.
 - Inform all officers of funds budgeted for Chapter activities prior to planning for the semester and academic year.
- Inform all officers of Chapter bank account balance at each officer meeting and send a financial report to the Executive Team each month.
- Understand the SOC guidelines for reimbursement and fundraising.
- Complete all university required Fiscal Reports by the semester deadlines through the SOC.
- Order membership t-shirts within 30 days of the start of the semester and file a budget request form with the SOC, if applicable. Distribute t-shirts or delegate to another officer.
- Order and/or purchase necessary supplies for each Chapter event. Delegate this responsibility to another officer as needed, under the terms that he or she will be reimbursed.
 - Reimburse officers and members for any personal funds used for Chapter purposes, if receipts are submitted within 2 weeks of the purchase.
- Coordinate and lead a minimum of one fundraising effort each semester.
- Work with Dir. Membership Engagement to create a shopping list for each Chapter event.
- Work with Secretary to keep adequate inventory in the JSOM closet.
- *Supervisory Responsibilities: Shall supervise the Director of Recruitment and the Director of Membership Engagement, overseeing internal Chapter components. The Treasurer is expected to check in with his/her supervisees bi-weekly.*

f) **Director of Marketing:**

Shall promote the Chapter through physical and digital publications to increase awareness of the Chapter and the HR field.

Responsibilities:

- Take photos at every event or delegate the responsibility.
 - Upload to Google Photos within 24 hours after the event.
- Upload meeting agenda, PowerPoint decks, and other materials on the Chapter website within 24 hours after the meeting.
- Organize an officer photo day before or at the first Chapter meeting of each semester.
- Update the Chapter bulletin board once a semester.
 - With updated officer photos and titles, as well as informational flyers.
- Work with the Dir. Membership Engagement and Dir. Recruitment to create and post promotional materials for each event at least two weeks in advance.
 - Post on Twitter, Instagram, and Facebook accounts.

- Send an email with the .jpg file to the correct JSOM contact to post on the TVs around campus.
- Promote the Chapter through official SHRM social media accounts and the website with resources or updates, as available.
- Create and distribute a bi-weekly e-newsletter for Chapter membership.
- Develop, maintain, and regularly update the Chapter WordPress website, at least bi-weekly.
 - Ensure the Chapter website includes links to SHRM.org, to SHRM student chapter membership, and to DallasHR student membership.
 - Ensure Chapter website highlights benefits of the SHRM Foundation student scholarships, the SHRM student-to-professional program, the SHRM competency model, and the SHRM Certified Professional.
 - Ensure the Affiliate of SHRM logo is displayed properly on website, banner, and all publications.
- Post scholarships, jobs, and internship opportunities on the website and inform members through GroupMe or email, delegating this responsibility as needed.
- Partner with Dir. Recruitment to update Chapter promotional materials for the academic year, including but not limited to flyers and online platforms.
- Partner with Dir. Recruitment to set up promotional booths around UTD throughout the semester to boost student awareness of the Chapter.
- Partner with Dir. Corporate Relations to build advantageous relationships with HR professionals and businesses to enhance brand awareness of the Chapter.
- Assist other officers with duties, as needed.

g) **Director of Corporate Relations:**

Shall maintain and grow the Chapter's corporate network to gain support and opportunities from HR professionals.

Responsibilities:

- Take notes at meetings with guest speakers and write a recap within 72 hours of the event for the Dir. Marketing to include in the biweekly e-newsletter.
- Find, contact, and coordinate speakers for Chapter events.
 - Send a formal email invitation and a confirmation email with the details for the event, including directions and a parking code. The confirmation email should be sent a minimum of 1 week in advance.
 - Coach the speaker(s) for the event, including what to present and the duration of time provided.
 - Introduce the speaker(s) and follow-up afterwards with a thank-you letter and/or small gift.
 - Create nametags for HR professionals at each event.
 - Provide technical assistance as needed for the speaker(s) and ensure the meeting space has the correct audiovisual equipment.
- Maintain a speaker database on the Google Drive of past guests, topics and Chapter members' evaluation of their presentation.
 - Update with job titles.
- Plan and execute each of the following events at least once:

- Professional Development – one per semester.
- Young Professionals Happy Hour – one per academic year.
- HR Day – one per academic year.
- Create and maintain a LinkedIn profile for the Chapter. Develop content for the LinkedIn or create opportunities for members to do this.
- Network to find scholarship, internship, job, and job shadowing opportunities for members. Send these to Dir. Marketing at least once a month.
- Maintain graduated student (alumni) database to which student information is transferred from the membership database to the alumni database.
 - Record graduating student job placement information.
 - Work with Dir. Membership Engagement to invite alumni to Chapter events.
- Work with the Treasurer to gain sponsorship from HR organizations for certain events, as needed.
- *Supervisory Responsibilities: Shall supervise the Dir. Corporate Relations Elect.*

h) **Director of Corporate Relations ELECT:**

Shall observe and assist the Dir. Corporate Relations in the responsibilities below:

Responsibilities:

- Find, contact, and coordinate speakers for Chapter events.
 - Send a formal email invitation and a confirmation email with the details for the event, including directions and a parking code. The confirmation email should be sent a minimum of 1 week in advance.
 - Coach the speaker(s) for the event, including what to present and the duration of time provided.
 - Introduce the speaker(s) and follow-up afterwards with a thank-you letter and/or small gift.
 - Create nametags for HR professionals at each event.
 - Provide technical assistance as needed for the speaker(s) and ensure the meeting space has the correct audiovisual equipment.
- Maintain a speaker database on the Google Drive of past guests, topics and Chapter members' evaluation of their presentation.
 - Update with job titles.
- Plan and execute each of the following events at least once:
 - Professional Development – one per semester.
 - Young Professionals Happy Hour – one per academic year.
 - HR Day – one per academic year.
- Create and maintain a LinkedIn profile for the Chapter. Develop content for the LinkedIn or create opportunities for members to do this.
- Network to find scholarship, internship, job, and job shadowing opportunities for members. Send these to Dir. Marketing at least once a month.
- Maintain graduated student (alumni) database to which student information is transferred from the membership database to the alumni database.

- Record graduating student job placement information.
- Work with Dir. Membership Engagement to invite alumni to Chapter events.
- Work with the Treasurer to gain sponsorship from HR organizations for certain events, as needed.
- Work with the Council to identify HR professionals for the Corporate Executive Advisory Board and maintain relationship with members of the Board.
- Form and maintain relationships with the JSOM Career Management Center.
 - Identify opportunities for event partnership and guest speakers.
- Assist other officers, as needed.

i) **Director of Membership Engagement:**

Shall plan and implement events for the Chapter to increase engagement and retention.

Responsibilities:

- Plan and execute each of the following events, ideally once per semester:
 - Informational session
 - End-of-semester celebration
 - Social or game event
 - Community service
 - Alumni and another SHRM student chapter must be incorporated into an event per semester.
 - Chapter meetings
 - Career building event(s) – (ex: study sessions, resume workshops, etc.)
- Submit Event Proposals for each event to the Council at least one month prior to the proposed event date.
 - After each event, type up an evaluation of the event on the Google Drive, including tips for execution in following semesters.
- Work with the Director of Marketing to raise awareness of events.
- Provide all supplies and refreshments necessary for general meetings or delegate the task to another officer.
 - Work with the Treasurer to attain necessary supplies for events.
- Conduct a detailed questionnaire once per academic year to gather information on members' interests.
 - Conduct an "exit survey" to seniors after they graduate to receive feedback on the events
- Work with the President to maintain relationships with other SHRM student chapters within Texas SHRM to coordinate events.
 - These chapters include, but are not limited to, the University of North Texas, Texas Christian University, and the University of Texas at Arlington.
- Work with the Vice President to promote member attendance at the HRSW Conference in October.
 - Encourage members to apply for sponsorships, which open in the spring semester.

- Send an email after each event to members who did not attend, or delegate this task to officers through a buddy program. The email will link to the website, where the Dir. Marketing will upload decks after meetings. decks after meetings.
- Monitoring all RSVPs and send follow-up messages within 72 hours after events for members who did and didn't attend.
- Send an announcement in the SHRM chat pertaining to upcoming events no later than a week prior to the event. (If it is a long announcement, send via email.)
- Work with Director of Marketing to acquire any picture that was taken in the event and post it in the SHRM chat to thank everyone for coming – choose the picture with all the members, if not all then most after the event.
- Work with Dir. Of Corporate Relations to plan professional events.
- Create an initial calendar of events for the semester on the SHRM Google Calendar. The Secretary will update this as the semester goes.
- Assist other officers, as needed.

j) **Director of Recruitment:**

Shall strategize and implement acquisition and retention efforts for the growth of the Chapter.

Promote Chapter membership through various outlets.

Responsibilities:

- Compile and maintain a membership database each semester.
 - Include contact information, majors, and graduation dates.
 - Partner with the Treasurer to track payment of dues and t-shirt collection.
- Follow the correct procedures when a new application enters the inbox:
 - Enter the student information into the membership database.
 - Contact/text the student with next steps, including payment of dues.
 - Only when the student has paid dues, add him/her to the Google Contact group “Active Members” and to the Chapter GroupMe.
- Partner with Dir. Membership Engagement to connect members with one another and with officers, as needed.
- Partner with Dir. Marketing to create promotional materials for the Chapter.
- Assess opportunities to recruit through booths at UTD. Take the necessary steps to get the Chapter to these events, delegating this responsibility as necessary.
 - Create or seek out events that raise awareness of HR to non-HR majors.
 - Register the Chapter to be present for at least one UTD organization fair each academic year.
- Maintain a professor database each semester. Give a minimum of 10 classroom visits per semester, delegating this responsibility as necessary.
- Update the student membership application (JotForm) as needed.
- Assist other officers, as needed.

ARTICLE VI: OFFICER ELECTIONS

A. Process

- a. Elections for all positions shall be held once a semester at a time designated by the Council. Elections should be held no later than 6 weeks before the end of the semester to allow sufficient time for a smooth transition between outgoing and incoming officers.
- b. Student officers who wish to continue in their current position may do so for a second term (defined as a semester). After two consecutive terms, the officer will need to run for re-election for the role or for another role.
 - i. A student officer may not hold the same position for more than four terms.
- c. There will be a mandatory leadership opportunity meeting to present the officer positions open for nomination. Only members in attendance are eligible to be nominated for these positions.
- d. All nominees who accept their nomination will be required to write an election speech and submit a headshot to the Secretary by the given deadline.
 - i. All nominees must have dues paid by nominations closing dates.
- e. Elections will be conducted through a private, electronic ballot, with the name, picture, and speech of each nominee posted. The ballot will be distributed to each member.
 - i. The votes will be counted at the end of the election period.
 - ii. If requested by a member, votes can be publicly recounted by the Council.

B. Alternatives

- a. In the case of a tie, the two candidates will each make a case for their appointment and the Council will determine the final candidate.
- b. In the case of no nominees, the Council will reach out to members of good standing and, if he or she accepts, appoint him or her to the officer position.

C. Eligibility

a. Executive Officers

- i. Positions will be voted on by current officers.
- ii. Nominees must hold a current officer position.
- iii. Nominees must be members in good standing.
- iv. Positions cannot be held by graduate students. Positions can be held by seniors only if there is an “elect” officer who is able to hold the position once the senior officer graduates.

b. Other Officers

- i. Positions will be voted on by current members.
- ii. Nominees must be members in good standing for at least 1 semester.
- iii. Positions cannot be held by seniors or graduate students.
 - o In case of a lack of non-senior applicants, the Council will reevaluate this requirement.

ARTICLE VII: CHAPTER EVENTS

- A. Notice of Meetings:** Notice of the time and place of each meeting shall be given to each member at his or her e-mail address in the records of the chapter at least one week in advance.

A calendar of events, subject to change at the discretion of the officers, will be provided to all members at the first meeting of each semester.

- B. **Meeting Chair.** 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 and Vice President to a Director.

ARTICLE VIII: 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 Council. No member shall actively solicit business from any other member at Chapter meetings without the approval from the Council.

ARTICLE IX: AMENDMENTS

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 X: 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 an organization decided upon by the Council or Student Chapter Advisor at the time of dissolution (e.g. the SHRM Foundation, another student chapter, an HR degree program, or other such organization or charity with purposes consistent with those of the chapter).

ARTICLE XI: 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 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.