

Cleveland State University

CONSTITUTION

Society for Human Resource Management

ARTICLE I: NAME

The name of this organization shall be the Cleveland State University chapter of the Society for Human Resource Management also known as SHRM (hereinafter referred to as the "organization").

ARTICLE II: PURPOSE

To provide Cleveland State University students with the opportunity to gain knowledge and insight into the field of Human Resource Management through affiliation with the National SHRM organization, Ohio SHRM Council and Cleveland SHRM.

To promote the exchange of work-related experience of established business professionals; 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 national, sponsoring and other student chapters.

ARTICLE III: MEMBERSHIP

Section 1: Membership in this organization shall be open to all registered students, faculty, and staff at Cleveland State University. Active (i.e. voting) members shall be currently enrolled CSU students who are dues-paying members of National SHRM.

Section 2: It shall be stated as part of the policy of this organization that there shall be no form or type of discrimination in any project, program, or activity because of race, color, religion, national origin, sex, age, sexual orientation, handicap or disability, disabled veteran, Vietnam-era veteran or other protected veteran status.

Section 3: With active membership shall come full speaking and voting privileges on all items of organization business, including resolutions, items of legislation, bylaws, and elections.

ARTICLE IV: OFFICERS

Section 1: The officers shall consist of a President, Vice President, Secretary, and Treasurer. The officers shall be responsible for all administrative duties of the organization, while maintaining all rights associated with membership. The elected officers and faculty advisor shall form the Executive Council.

Section 2: President - Shall preside at all meetings of this chapter; shall act as chairperson of the Executive Council; and shall be an *ex-officio* member of all committees. Serves as primary contact for National SHRM, Ohio SHRM Council and Cleveland SHRM. The president is the contact person for University Administration, and answers for all actions of other officers/members. The president shall administer the business of this chapter between regular meetings, exercising authority consistent with the powers given in the bylaws

Section 3: 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 replacement for the president

Section 4: Secretary - Shall take minutes of meetings, distribute meeting agenda and previous meeting minutes, circulate sign-in and sign-up sheets at meetings, make copies available of relevant announcements and any other materials for distribution at chapter meetings, update chapter bulletin board, and post fliers.

Section 5: Treasurer - Shall take responsibility for gathering, distributing and managing the chapter's funds. The Treasurer shall receive and distribute organization funds upon authorization of the Executive Council in accordance with the financial regulations of the University and State of Ohio. Informs officers of funds budgeted for chapter activities.

Section 6: The elected officers must meet all requirements for holding office as stated in the CSU "Student Organizations: Policies, Procedures and Guidelines" document. Officers must be National SHRM Members and members of the Cleveland State University Chapter of SHRM.

ARTICLE V: EXECUTIVE COUNCIL

The President, Vice President, Secretary, Treasurer and the Chapter Advisor, shall constitute the Executive Council. The Executive Council shall meet at least once per month; additional meetings may be called by the President. The Executive Council shall generate and update the chapter mission statement and annual goals and objectives. The Executive Council shall appoint Chapter Directors and Chairpersons of Committees. This Council will be the advising and coordinating body responsible to the general membership of the chapter.

Any proposed project or program shall be reviewed the Executive Council, and if approved, a committee shall be formed for that specific purpose from the membership.

ARTICLE VI: ELECTIONS

Section 1: Officers shall be elected by organization membership to serve a term of one year. Annual elections shall be held during Spring Semester. The term of office shall begin on the first Monday in May and end on the same day of the following year.

Section 2: No person shall serve any officer position for more than two terms of office. After completing two terms in one elected position, the person may run for office in a different position.

Section 3: Members wishing to run for office must be currently enrolled students of Cleveland State University. All candidates must be in good academic standing with Cleveland State University and their respective degree program.

Section 4: Voting shall occur by means of a ballot after the close of nominations for each office. All nominations for elected office must be made by an organization member. Officers shall be elected by majority vote of active organization members.

Section 5: The order of succession shall be: (1) President, (2) Vice President, (3) Secretary, (4) Treasurer.

Section 6: Vacancies occurring in any of the elected offices shall be filled within two weeks. The order of succession shall be followed in filling any vacant office, with the acknowledgement that an officer may decline the option to succeed. Subsequent to pursuing the order of succession, any vacancy shall be filled for the remainder of the unexpired term by following the election procedure established in Article VI, Section 4.

Section 7: Official notice of when the elections of officers will take place must be provided to all members no less than one week prior to said election.

ARTICLE VII: APPOINTMENTS

The Executive Council shall appoint, with a majority vote from active membership, such positions (e.g. Directors and Committee Chairpersons) as may contribute to the successful operation of the organization. The establishment of new officer positions shall require constitutional revision per Article XI.

ARTICLE VIII: REMOVAL FROM OFFICE AND/OR MEMBERSHIP

Removal from office and/or membership may occur by a 2/3 vote of active membership. Removal can transpire for failure to carry out the prescribed duties of an office or for actions which violate the purposes or policies of the organization. Written charges must be submitted to the Executive Council who will notify the member in question within three days. All members must be notified of a pending removal vote at least one week prior to the meeting during which the decision will be made. Prior to the removal vote, the member in question shall be given an opportunity to respond to charges at a specified meeting of the membership. Voting for removal from office and/or membership is to be done by secret ballot at an official meeting held within two weeks from the date charges were received by the Executive Council. The member in question must be notified of the outcome within two days after the meeting during which the vote took place.

ARTICLE IX: MEETINGS

Section 1: General membership meetings shall be held at least twice during Fall Semester and twice during Spring Semester, with additional meetings called by the President as needed. At least seven days notice regarding meetings must be given to all organization members.

Section 2: The Executive Council shall meet when called by the President.

Section 3: 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 elected by a majority of the members present.

Section 4: No formal/official business may be conducted at a meeting without a quorum of members. A quorum shall be defined as 50% plus one of active membership.

ARTICLE X: FUNDING

Section 1: Dues shall be charged for membership in the organization. The amount of dues charged for each semester or year, as well as payment schedules/deadlines, will be determined by the Executive Council and National SHRM. Membership will expire if dues have not been paid.

Section 2: The organization may undertake fund raisers for purposes that support the mission of the organization. All fund raising shall be conducted in accordance with University policies.

ARTICLE XI: CONSTITUTIONAL REVISION

Section 1: Any revision of this constitution – including amendments or bylaws – shall be approved by a 2/3 vote of active members present at an official meeting.

Section 2: The officers of the Executive Council 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.

Section 3: The Faculty Advisor will be required to attend and supervise any/all of these meetings.

Section 4: Once approved by the membership, any constitutional revision – amendment or bylaw – shall be submitted to the CSU Faculty Senate Student Life Committee for final approval.

ARTICLE XII: JURISDICTION

This organization is subject, as a recognized student organization, to the rules, regulations, and policies of Cleveland State University and the laws of the State of Ohio. The rules, regulations, and policies of Cleveland State University shall hold precedence over all rules, regulations, and policies applying to the organization, including those of national associations with which Cleveland State University Chapter of Society for Human Resource Management is affiliated.

Date of Approval by Faculty Senate Student Life Committee: _____