

CHAPTER BYLAWS

ARTICLE I

HUMAN RESOURCE ASSOCIATION OF EAST CENTRAL ILLINOIS (HRA-ECI)

- Section 1 The name of the Corporation is Human Resource Association of East Central Illinois (HRA-ECI)
- Section 2 The Corporation is affiliated with the Society for Human Resource Management (National).

ARTICLE II

MEMBERSHIP

- Section 1 Qualification for Membership. The qualifications for membership in the Corporation shall be as stated in Section 2, 3, 4 and 5 of this Article. To achieve the purposes of the Corporation there shall be no discrimination in individual membership because of race, religion, sex, age, national origin or handicap. Memberships are individual and not transferable to other individuals.
- Section 2 General Members. General members shall be limited to (a) those individuals actively engaged in bona fide human resources administration for at least three years and who devote at least 50% of their time to personnel, human resources or industrial relations functions; (b) faculty members holding an assistant, associate or full professor rank in personnel, human resources or industrial relations of their specialized phases at an accredited college or university and who possess at least three years of responsible experience at this level of teaching; (c) full-time consultants with at least three years experience in the field of human resource management. Memberships are individual and not transferable to other individuals.
- Section 3 Associate Members. Individuals in human resource management positions as well as those individuals who do not meet the general member category, but who demonstrate a bona fide interest in human resource management and in the purposes of the East Central Illinois chapter. Associate members may not vote and may not hold office in the chapter. Memberships are individual and not transferable to other individuals.

- Section 4 Student Members. Individuals who are actively enrolled in human resource programs at the college or university level. Student members may not vote and may not hold office in the chapter. Memberships are individual and not transferable to other individuals.
- Section 5 Retired Members. Any member in good standing at the time of retirement from any firm, organization or institution may become a Retired Life Member by meeting the eligibility requirements as a general member and by paying a one-time dues fee to and specified by the Human Resource Association of East Central Illinois. Memberships are individual and are not transferable to other individuals.
- Section 6 Application for Membership. Application for membership shall be on the Human Resource Association of East Central Illinois form. Each applicant for membership shall be sponsored by at least one member of the Corporation. All applications shall be reviewed and approved by the Board of Directors. New members shall be afforded full membership rights from the date of application approved by the HRA-ECI Board of Directors.
- Section 7 Voting. Each general member of the Chapter shall have the right to cast one vote on each matter brought before a vote of the members. Associate, Student and Retired Members shall have no right to vote.
- Section 8 Dues. Annual membership dues shall be established for the next year by the Board of Directors prior to mailing out the renewal notices. HRA-ECI will collect, no later than the third meeting of the fiscal year, \$50.00 for non-members of the SHRM, \$40.00 for national members of the SHRM and \$100.00 for institution (three or less members).

ARTICLE III

MEETINGS OF MEMBERS

- Section 1 Regular Meetings. Regular meetings of the members shall be held on the 2nd Friday of every month excluding the months of June, July and August, or as otherwise determined by the Board of Directors.
- Section 2 Annual Meetings. The annual meeting of the members for electing directors and conducting other appropriate business shall be held in December or at such other time determined by the Board of Directors.
- Section 3 Special Meetings. Special meetings of members shall be held on call of the President, the Board of Directors or by members having one-twentieth of the votes entitled to be cast at such a meeting.

Section 4 Notice of Meetings. Notice of all special and annual meetings shall be given to all members at least ten days prior to the meetings. Notice of regular meetings shall be given to all members at least seven days prior to the meeting.

Section 5 Quorum. Members holding one-tenth of the votes are entitled to be cast, represented in person or by proxy, shall constitute a quorum. The vote of the majority of the members present or represented by proxy at a meeting at which a quorum is present shall be necessary for the adoption of any matter voted on by members.

ARTICLE IV

BOARD OF DIRECTORS

Section 1 Number. The Board of Directors shall consist of six persons. The following shall be members of the Board of Directors and be offices of the Chapter: President, President-Elect, Vice-President of Membership, Treasurer and Secretary. The sixth board members shall be the Past President.

Section 2 Qualifications. All candidates for the Board of Directors must be general members of the Corporation in good standing at the time of nomination or appointment. Board members may not be elected to serve more than two consecutive terms in the same position.

Section 3 Election – Term of Office. Directors shall be elected by the members at the annual meeting of membership. Each elected director shall assume office on January 1 following the election and shall hold office for one year or until his successor is elected and takes office. A Director may succeed himself/herself no more than once.

Section 4 Vacancies. Any vacancy in the Board may be filled for the unexpired term by the President with consent by the Board of Directors.

Section 5 Quorum. A simple majority of the total Board of Directors shall constitute a quorum for the transaction of business. The act of a majority of Directors present at any meeting at which there is a quorum shall be the act of the Board of Directors.

Section 6 Board of Director's Responsibilities. The Board of Directors shall transact all business of the Corporation except as prescribed otherwise in the Article of Incorporation or Bylaws. A General Member in good standing may request the President to place on the agenda of the next regular meeting any action taken by the Board of Directors.

Section 7 Removal of Director and Officer. Any director or officer may be removed from office, with or without cause, upon an affirmative vote of two-thirds of the entire Board of Directors at a duly constituted Board of Directors meeting.

ARTICLE V

DUTIES AND REPOSIBILITIES

- Section 1 The President. The President shall preside over the meeting of the members and of the Board. He/she shall direct the chapter and have charge and supervision of the affairs and business of the corporation. He/she shall maintain liaison with the Society for Human Resource Management. The President must be a current member in good standing with SHRM.
- Section 2 The President-Elect. The President-Elect, at the request of the President, or in his/her absence or disability, may perform any of the duties of the President. He/she shall have such other powers and perform such other liaison duties as the Board or the President may determine. He/she shall service as Chairman of the Program Committee. The responsibility includes programs conducted at all regular meetings of the members, social functions, and any workshops and seminars sponsored by the Corporation as determined by the President and the board. He shall have the authority to appoint sub-committees to plan and employment the activities associated with the program year.
- Section 3 The Vice-President of Membership. The Vice President of Membership shall service as Chairman of the Membership Committee. He/she shall encourage membership growth and shall maintain the official membership roster of the Corporation. He/she shall have such other powers and perform such other duties as the President may determine.
- Section 4 Treasurer. The Treasurer shall be responsible for the financial affairs of the Chapter. These responsibilities shall include financial reports to the board and arrangements for the annual examination audit of the accounts as may be required by the Board. He/she shall be responsible for membership billing. He/she shall perform such other duties as the President may determine.
- Section 5 The Secretary. The Secretary shall be responsible for recording the minutes of all meetings of the corporation, shall be responsible for making all members aware of such meetings, and shall be responsible for coordinating the activities related to the Corporation's newsletter.

ARTICLE VI

COMMITTEES

Section 1 Committees. Committees may be appointed from the general membership by the President as necessary. Examples of such committees are: Education, Public Relations, Historian, Social, Community Projects, Student Chapter, Legislative membership, and certification.

ARTICLE VII

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 Board of Directors at the time of dissolution.

ARTICLE VIII

STATEMENT OF ETHICS

The Chapter adopts SHRM's Code of Ethical Standards for the HR Profession for members of the Association in order to promote and maintain the highest standards among its members. Each member shall honor, respect and support the purpose of this Chapter and 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 of the Board of Directors.

ARTICLE VII

AMENDMENT OF CONSTITUTION AND BYLAWS

A copy of all amended Bylaws shall be forwarded to SHRM before amendment.

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.

Revised and adopted on December 9, 2005