I. Officers

A. The officers of this organization are: President, Vice President, Treasurer, and Secretary.

   i. Any full-time or part-time student at Western Illinois University – Quad Cities is eligible to hold office.
      1. Applicants must have a cumulative grade point average of at least 2.5/4.0.
      2. Applicants must be in good academic standing.

   ii. Each officer shall become a student member of the national Society for Human Resource Management.
      1. Membership dues shall be reimbursed through chapter funds.

   iii. The officers shall meet at least once per month during the elected term to discuss the business and plan activities of the organization.

   iv. Any meeting, either public or private, shall consist of at least 50% of the officers in attendance.

   v. The officers shall have the power to appoint other such officers as deemed necessary for the strategic direction of the organization.

   vi. Vacancies in the officer membership during a school semester shall be filled through an election by the remaining officers at a private meeting for the unexpired portion of the current term.

   vii. In addition to all powers conferred upon it by Western Illinois University, and by the organization’s Constitution and Bylaws, the officers shall have the following powers:
      1. Broadly, to manage and control the organization, and to review the policies thereof.
      2. To hear and determine charges made against any member, and to discipline, reprimand, suspend, or remove or expel any member for just cause.
      3. To review (and adjust if deemed necessary), prior to the beginning of each fiscal year, membership fees or initiation fees, annual dues, and/or other such fees as determined.
      4. To make proposals to amend rules and regulations or administrative procedures and to propose penalties for the infractions thereof to the members of the organization.
      5. To remove an officer for just cause (See Article III).
6. To interpret the Constitution and Bylaws as necessary and to propose amendments to the Constitution and Bylaws to general members.

B. President
   i. Schedules meetings and speakers, secures meeting rooms
   ii. Plans officer meetings and organizes officer retreats
   iii. Creates schedule of meetings with dates, times, and locations – provides to secretary for public dissemination/advertising
   iv. Creates and distributes agendas for each meeting of the organization
   v. Presents at meetings of the organization
   vi. Assists officers with their respective duties
   vii. Represents SHRM at all official functions
   viii. Continually recruits new members
   ix. Maintains contact with faculty advisor
   x. Maintains contact with Director of Student Activities
   xi. Checks SHRM mailbox
   xii. Remains fair and impartial during organization decision making processes
   xiii. Votes in cases where there is a tie
   xiv. Coordinates organization elections
   xv. Prepares and files any report(s) applicable to his/her position
   xvi. Attends recognized student orientation meetings
   xvii. Coordinates meetings and events with the Great River Human Resource Association (GRHRA) – the Quad Cities’ regional SHRM chapter
   xviii. All other duties as assigned

C. Vice President
   i. Assumes duties of any absent officer as needed
   ii. Shares information from national SHRM organization (webcasts, interesting articles, student chapter updates, etc.)
   iii. Keeps track of points for Merit Award or Superior Merit Award
   iv. Creates and submits Merit Award or Superior Merit Award application to national SHRM organization
   v. Prepares speaker certificates, gifts, and thank you letters
   vi. Prepares and files any report(s) applicable to his/her position – namely rosters and other documents that need to be sent to national SHRM organization
   vii. Remains fair and impartial during organization decision making processes
   viii. Assists in the coordination of organization elections
   ix. Assists president in planning and implementation of activities and other assignments
   x. Represents SHRM at all official functions
   xi. Continually recruits new members
   xii. Attends recognized student orientation meetings
   xiii. All other duties as assigned
D. Treasurer
   i. Assumes duties of any absent officer as needed
   ii. Keeps all financial records of the organization current
   iii. Pays all organization bills and issues reimbursements
   iv. Collects and deposits organization dues
   v. Prepares and submits financial reports to the appropriate party
   vi. Prepares and submits an annual budget
   vii. Prepares and submits all budget requests for funds
   viii. Plans and organizes one fundraiser per semester
   ix. Is familiar with accounting procedures and policies
   x. Advises members and officers on financial matters
   xi. Remains fair and impartial during organization decision making processes
   xii. Assists in the coordination of organization elections
   xiii. Prepares and files any report(s) applicable to his/her position
   xiv. Attends recognized student orientation meetings
   xv. Continually recruits new members
   xvi. Represents SHRM at all official functions
   xvii. All other duties as assigned

E. Secretary
   i. Assumes duties of any absent officer as needed
   ii. Keeps a record of all members of the organization
   iii. Creates and distributes minutes of each meeting of the organization
   iv. Notifies all members of meetings
   v. Prepares flyers to advertise organization meetings (dates, times, locations)
   vi. Puts in request for flyers to be posted around campus, on campus
      televisions, and other locations (i.e., campus newspaper, Facebook, etc.)
   vii. Creates newsletter
   viii. Interviews professors/guest speakers for newsletter spotlights at the
      president’s request
   ix. Check with university officials that SHRM chapter is noted on university
      website and other locations
   x. Represents SHRM at all official functions
   xi. Remains fair and impartial during organization decision making processes
   xii. Assists in the coordination of organization elections
   xiii. Prepares and files any report(s) applicable to his/her position
   xiv. Continually recruits new members
   xv. Attends recognized student orientation meetings
   xvi. All other duties as assigned

II. Election of Officers
   A. The officers of this organization are: President, Vice President, Treasurer, and
      Secretary.
   B. Applications for candidacy will be handed out at least four (4) weeks prior to
      election date.
C. Completed applications for candidacy are due at least two (2) weeks prior to election date.
D. Officers will be elected by written ballot, with each active member casting a vote.
   i. A majority of votes will constitute a victory.
E. Officers will assume office for the period of one (1) school semester.
   i. Semesters constitute as Spring and Fall semesters.
   ii. Vacancies in the officer membership during a school semester shall be filled through an election by the remaining officers at a private meeting for the unexpired portion of the current term.

III. Public Meetings
A. The organization shall meet at least once per month during the academic school year to discuss the business and activities of the organization.
B. Public meetings will be open to all the organization’s active and associate members, faculty, and Student Programs representatives.
C. A notice of at least two weeks will be given prior to all public meetings.
D. A legally constituted board meeting shall consist of at least 50% of the officers in attendance.

IV. Amendment to the Constitution/Bylaws
A. Voting on amendments must be conducted no sooner than two (2) weeks after announcement of the proposed changes.
B. These Bylaws and the Constitution must be supported by a 2/3 majority vote of those in attendance at a public meeting.