

AFFILIATE OF



SOCIETY FOR

HUMAN

RESOURCE

MANAGEMENT

Southwest Area  
Human Resource Association

CONSTITUTION  
and  
BYLAWS

**Chartered**

**September 9, 1999**

**ARTICLE I**  
**IDENTIFICATION**

SECTION 1.

The official and legal name of this organization shall be: Southwest Area Human Resource Association. This organization shall be a chartered Chapter of the Society for Human Resource Management.

SECTION 2.

The objectives of the Southwest Area Human Resource Association, hereafter referred to as SAHRA are:

- A. To promote investigation, research and interchange of ideas among the members relating to every phase of personnel administration, whether industrial relations, human relations, general management and including safety, training and education.
- B. To enhance the professional development of members.

**ARTICLE II**  
**MEMBERSHIP**

SECTION 1.

Application for membership must be made to the Membership Chair. The applicant shall become a member upon payment of the membership fee.

SECTION 2.

Professional membership in SAHRA shall be open to any individual responsible for the practice of human resource administration, including faculty members of accredited colleges and universities who are responsible for human resource administration education.

In addition, professional membership is open to any individual not included in the above categories who has an interest in human resource administration and the objectives of SAHRA.

Professional members shall have full voting rights.

SECTION 3.

Student membership is open to students from accredited colleges and universities who are pursuing a degree or have an interest in human resource management.

Student members shall be able to attend meetings but have no voting rights.

SECTION 4.

Members are encouraged to become members of the Society of Human Resource Management (SHRM); but members who do not elect SHRM membership shall retain equal rights and responsibilities in SAHRA.

**ARTICLE III**  
**DUES - INITIATION FEES**

SECTION 1.

The initiation fee for professional members is \$20.00 (twenty dollars) to be paid prior to or at the first regular meeting attended after acceptance into membership. The initiation fee will be considered dues for the remainder of the calendar year.

SECTION 2.

Professional members shall pay dues of \$20.00 (twenty dollars) per year payable annually, due in January.

SECTION 3.

All money collected shall be used to defray the expenses of the SAHRA.

SECTION 4.

No office or member of SAHRA shall receive compensation for services rendered to SAHRA.

SECTION 5.

The fiscal year shall be the calendar year.

**ARTICLE IV**  
**ELECTION OF OFFICERS AND OFFICERS' TERMS**

SECTION 1.

The officers shall be President, Vice President, Secretary/Treasurer. The Vice President shall succeed the President in that office for the following year.

SECTION 2.

Terms of the officers shall be one (1) year in length for the President and Vice President, two (2) years for the Secretary/Treasurer. The four directorships will be two-year terms each, alternating so that two (2) directorships are elected each year. (amended 12-99)

SECTION 3.

The President and Vice President must be members in good standing with SHRM. The Secretary/Treasurer does not need to be a member of SHRM but is encouraged to join.

SECTION 4.

In August of each year, the President shall appoint a Nominating Committee consisting of the Vice President and not less than two (2) members to present a slate of officers for election at the September meeting. The slate of officers may include nominees for Vice President, Secretary/Treasurer, and Directors. (amended 7-01)

SECTION 5.

Elections shall be held at the September meeting. Additional nominations may come from the floor.  
(amended 7-01)

SECTION 6.

Election to office shall require a majority vote by members present.

SECTION 7.

The President and Vice President shall serve as clerks of election.

SECTION 8.

Officers of SAHRA will be installed at the January meeting and will serve terms as outlined in SECTION 2.

**ARTICLE V**  
**DUTIES OF OFFICERS**

SECTION 1.

The duties of the President are to preside at all meetings, to appoint all committees, to make an annual report at the end of the fiscal year, and to perform all other services required in the bylaws of SAHRA.

SECTION 2.

The Vice President, in the absence of the President, shall preside at the meeting. In addition, the Vice President shall be Chair of the Nominating Committee.

SECTION 3.

The Secretary/Treasurer shall keep all minutes and other records deemed necessary. Duties also include receiving dues and assessments and making disbursements under the direction of the President. The Secretary/Treasurer shall present an annual financial report.

**ARTICLE VI**  
**BOARD OF DIRECTORS**

SECTION 1

The Board of Directors shall direct the affairs of SAHRA.

SECTION 2.

The Board of Directors shall consist of the duly elected President, Vice President, Secretary/Treasurer, the immediate Past President, and four (4) other members elected at large from the Professional membership. (amended 12-99)

SECTION 3.

The President shall serve as Chair of the Board of Directors.

SECTION 4.

A majority of the Board of Directors must be present to conduct business.

SECTION 4

The Board of Directors, by a majority vote, may elect a new Board member to serve an unexpired term.

**ARTICLE VII**  
**COMMITTEES**

SECTION 1.

The Program Committee shall consist of one (1) Director as Chair and not less than two (2) members appointed by the President. The committee shall survey the interests of the members and plan monthly programs for the ensuing year.

SECTION 2.

The Nominating Committee shall consist of the Vice President and not less than two (2) members appointed by the President. The committee shall propose a list of candidates to be considered for election at the September meeting. (amended 7-01)

SECTION 3.

The Membership committee shall consist of one (1) Director as Chair and not less than two (2) members appointed by the President. Their duties will be to solicit new members and advise the Board of Directors on all matters pertaining to membership.

SECTION 4.

The Governmental Affairs Committee shall consist of one (1) Director as Chair and not less than two (2) members appointed by the President. The committee shall keep the membership informed of legislative matters relating to human resource issues, and shall encourage active participation in the process. (amended 12-99)

SECTION 5.

The Public Relations Committee shall consist of (1) Director, and not less than two members appointed by the president. The committee shall inform the public of the Association's business and interests through media news releases, and shall maintain records of activities for future reference. (amended 12-99)

SECTION 6.

Other committees may be appointed at the discretion of the President. (amended 12-99)

**ARTICLE VIII**  
**MEETINGS**

SECTION 1.

Regular meetings will be held on the second Thursday of each month. However, the Board of Directors may schedule the regular meetings at alternative times provided the membership is given prior notice.

SECTION 2.

Special meetings may be called by President, whereupon written notice will be sent to all members covering the date, time, place and subject of such meetings.

SECTION 3.

A simple majority of the membership will constitute a quorum. The approval or rejection of any business will be determined by a majority vote of the quorum.

**ARTICLE IX**  
**AMENDMENTS**

SECTION 1.

Bylaws may be amended by a majority vote of the membership present, provided written notice of proposed amendments be given to members at least ten (10) days prior to consideration.

**ARTICLE X**  
**DISSOLUTION**

SECTION 1.

Dissolution of Southwest Area Human Resource Association shall be valid only upon affirmative vote by a majority of the Professional members. All assets remaining after the payment of any outstanding liabilities shall be disposed of by purchasing personnel related books and/or magazine subscriptions for the Dickinson Public Library. Distribution shall be made by a dissolution committee consisting of all remaining officers with notice thereof submitted to the local District Director, Regional Vice-president, and National Office.