

BYLAWS
WILLIAMSON COUNTY HUMAN
RESOURCE MANAGEMENT ASSOCIATION, INC.

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ARTICLE 1
Name and Affiliation

1.01: Name. The name of the Chapter is "The Williamson County Human Resource Management Association, Inc." hereinafter referred to as "WilcoHR" or "Chapter".

1.02: Affiliation. The Chapter is affiliated with the Society for Human Resource Management (hereinafter referred to as "SHRM").

1.03: Relationships. The Chapter is a separate legal entity from SHRM. It shall not be deemed to be an agency or instrumentality of SHRM or of a State Council 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 2
Purpose

2.01: Purpose. The purposes of this Chapter as a non-profit organization, are:

- i. to provide a forum for the personal and professional development of our members;
- ii. to provide an opportunity to develop leadership, managerial, public speaking and group decision-making skills;
- iii. to provide an arena for the development of trust relationships where common problems can be discussed and deliberated;
- iv. to provide an opportunity to focus on current human resource management issues of importance to our members;
- v. to provide a focus for legislative attention to state and national human resource management issues;
- vi. to provide valuable information gathering and dissemination channels;
- vii. to provide a pool of human resource management leaders for perpetuation of the Chapter and of SHRM;
- viii. to serve as an important vehicle for introducing human resource management professionals to SHRM;
- ix. to serve as a source of new members for SHRM; and
- x. to serve as part of the two-way channel of communications between SHRM and the individual members.
- xi. The Chapter supports the purposes of SHRM, which are to promote the use of sound and ethical human resource management practices in the profession and:
 - xii. to be a recognized world leader in human resource management;
 - xiii. to provide high-quality, dynamic and responsive programs and service to our customers with interests in human resource management;
 - xiv. to be the voice of the profession on human resource management issues;
 - xv. to facilitate the development and guide the direction of the human resource profession; and
 - xvi. to establish, monitor and update standards for the profession.

2.02: Mission. The mission of this Chapter is to serve as a supportive, engaging community for local HR professionals and affiliates, facilitating high-quality, dynamic programs and opportunities to develop HR competencies, inspire HR leaders, and advance the HR profession.

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2.03: Vision. The vision of this Chapter is to inspire and develop a community of engaged, local HR leaders that help their organizations thrive and advance the HR profession.

2.04: Values. Commitment, We believe in actively supporting each other and are committed to advance the HR profession within our community; Collaboration and Outreach, We want to build positive relationships and encourage our members to take an active role in the realization of our vision and mission; Learning and Growth, We benefit from the diversity and experiences of our members and strive to follow a path of continuous learning and growth; Integrity, We value ethics and integrity with compassion for one another, delivering on the promises we make; Leadership, We want to lead together and help enable our members to influence positive outcomes.

ARTICLE 3
Fiscal Year

3.01: Fiscal Year. The fiscal year of the Chapter shall be the calendar year.

ARTICLE 4
Membership

4.01: Qualifications for Membership. The qualifications for membership in WilcoHR shall be as stated in Sections 4.02, 4.03, 4.04, 4.05 and 4.06 of this Article. To achieve the mission of the Chapter there shall be no discrimination in individual memberships because of race, religion, sex, age, national origin, disability, veteran's status, or any other legally protected class.

4.02: Non-transferability of Membership. Membership in the Chapter is neither transferable nor assignable.

4.03: Individual Membership. Membership in the Chapter is held in the individual's name, not an organization with which the member is affiliated.

4.04: Professional Members. Professional membership shall be limited to those individuals who are engaged as one or more of the following: (a) practitioners of human resource management at the exempt level for at least three years; (b) hold an HR certification recognized by SHRM; (c) faculty members holding an assistant, associate or full professor rank in human resource management or any of its specialized functions at an accredited college or university and have at least three years of experience at this level of teaching; (d) full-time consultants with at least three years experience practicing in the field of human resource management; and/or (e) full-time attorneys with at least three years experience in counseling and advising clients on matters relating to the human resource profession. Professional members may vote and hold office in the chapter.

4.05: Associate Members. Individuals in non-exempt human resource management positions as well as those individuals who do not meet the qualifications of the other classes of membership, but who demonstrate a bona fide interest in human resource management and the mission of the Chapter. Associate members may not vote or hold office in the Chapter.

4.06: Student Members. Individuals who are (a) enrolled either as full-time or part-time students, at freshman standing or higher; (b) enrolled in the equivalent of at least six (6) credit hours; (c) enrolled in a four-year or graduate institution and/or a consortium of these or a two-year community college with a matriculation agreement between it and a four-year college or university which provides for automatic acceptance of the community college students into the four-year college or university; (d) able to provide verification of a demonstrated emphasis in human resource management subjects, and

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(e) able to provide verification of the college or university's human resources or related degree program. Student members may not vote or hold office in the Chapter.

4.07: Application for Membership. Application for membership shall be on the WilcoHR application form. All applications shall be reviewed by the Vice President of Membership and approved by the Board of Directors or their designee. New members shall be afforded full membership rights from the date of application approval by WilcoHR's Board of Directors or their designee.

4.08: Voting. Each Professional member of the Chapter shall have the right to cast one vote on each matter brought before a vote of the members. Associate and Student Members are not eligible to vote. Votes shall be tallied by an Ad Hoc Committee appointed by the Board of Directors.

4.09: Dues. Annual membership dues shall be established for the next year by the Board of Directors prior to the mailing of renewal notices. Annual membership dues for a renewing member of WilcoHR shall be delinquent if the dues are not paid by January 1 of the renewal year. Annual membership dues for a new member shall be delinquent if not paid 30 days from the receipt of invoice. The member shall be notified of such delinquency and have thirty (30) days in which to respond to the delinquency charge. Being delinquent under this section is cause for membership removal. No dues shall be refunded for any reason; unless proof is provided of clerical, mathematical, or duplication errors.

ARTICLE 5
Meetings of Members

5.01: Regular Meetings. Regular meetings of the members shall be held on the second Friday of each month or as otherwise determined by the Board of Directors.

5.02: Annual Meetings. The annual meeting of the members for electing Directors and Officers and conducting other appropriate business shall be held in October or at such other time as determined by the Board of Directors.

5.03: Special Meetings. Special meetings of members may be called by the President, a majority of the Board of Directors or by a majority of the members entitled to cast votes at such meeting.

5.04: 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.

5.05: Quorum. Members holding one-tenth of the votes entitled to be cast, represented in person or by conference call, shall constitute a quorum. The vote of a majority of the members present at any meeting at which there is a quorum, either in person or by conference call, shall be necessary for the adoption of any matter voted on by the members, except to the extent that applicable state law may require a greater number.

ARTICLE 6
Board of Directors

6.01: Power and Duties. The Board of Directors (also referred to as the "Board") shall manage and control the property, business and affairs of the Chapter and in general exercise all powers of the Chapter.

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6.02: Officers. The following shall be members of the Board of Directors and shall be Officers of the Chapter: President, President-Elect, Vice President of Membership, Treasurer, and Secretary.

6.03: Composition of the Board of Directors. Along with the Officers listed in Section 6.2 of this Article, the Board of Directors shall also include Core Leadership Area Directors and the Immediate Past President. These shall constitute the governing body of the Chapter. Additional Core Leadership Area Directors shall be nominated by the President and elected from among the eligible membership as members of the Board of Directors, should new Core Leadership Areas be established by SHRM.

6.04: Qualification. All candidates for the Board of Directors must be professional or associate members of WilcoHR in good standing at the time of nomination or appointment. Per SHRM Bylaws, the President must be a current member in good standing of SHRM throughout the duration of his/her/their term of office. Board members may not be elected to serve more than two (2) consecutive terms in the same position unless voted on by the current Board to extend for an additional year if needed to fulfil Board Positions.

6.05: Election and Term of Office. Officers and Directors shall be elected by the members at the annual meeting of the membership from the proposed slate of the nominating committee appointed by the Board of Directors at the beginning of each election year. Each elected Officer and Director shall assume office on January 1st following his/her/their election and shall hold office for one year or until his/her/their successor is elected and takes office. Officers and Directors may not be elected to serve more than two (2) consecutive terms in the same position.

6.06: Vacancies. Any vacancy in the Board may be filled for the unexpired term by appointment of the President with the consent of the Board of Directors.

6.07: 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 the Board members present, either in person or by conference call, at any meeting at which there is a quorum shall be the act of the Governing Body, except to the extent that applicable state law may require a greater number. In addition, the Board may act by unanimous written consent of all voting members.

6.08: Board of Directors' Responsibilities. The Board of Directors shall transact all business of the Chapter except as prescribed otherwise in these Bylaws or other governing instruments of the Chapter. A member in good standing may request the President to place on the agenda of the next regular Board of Directors meeting any action for consideration by the Board of Directors.

6.09: Removal. Any Board member may be removed from office, with or without cause, upon an affirmative vote of two-thirds of the then entire Board of Directors at a duly constituted Board of Directors meeting. The Officer or Director shall be entitled to a due process hearing prior to any termination action being imposed.

ARTICLE 7
Duties and Responsibilities

7.01: President. The President shall preside at the meetings of the members and of the Board. He/she/they shall direct the Chapter and have charge and supervision of the affairs and business of the Chapter, subject to the ultimate management authority of the Board of Directors. He/she/they shall maintain liaison and be a current member in good standing of SHRM throughout the duration of his/her/their term of office.

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7.02: President-Elect. The President-Elect, at the request of the President or in his/her/their absence or disability, may perform any of the duties of the President. He/she/they shall have such other powers and perform such other liaison duties as the Board or the President may determine. He/she/they shall serve as Co-Chairperson of the Programs Committee. This responsibility includes programs conducted at all regular meetings of the members, social functions, and any workshops and/or seminars sponsored by the Chapter as determined by the President and the Board. He/she/they shall have the authority to appoint sub-committees to plan and implement the activities associated with the program year. The President-Elect is encouraged to attend the annual SHRM Volunteer Leaders' Business Meeting (VLBM).

7.03: Vice President of Membership. The Vice President of Membership shall serve as Co-Chairperson of the Membership Committee. He/she/they shall encourage Chapter and SHRM membership growth and shall maintain the official membership roster of the Chapter. He/she/they shall be responsible for membership billing. He/she/they shall have such other powers and perform such other duties as the President may determine.

7.04: Treasurer. The Treasurer shall be responsible for the financial affairs of the Chapter, including all required filings. These responsibilities shall include financial reports to the Board and coordinating arrangements for the annual examination audit of the accounts as may be required by the Board. He/she/they shall also perform such other duties as the President may determine.

7.05: Secretary. The Secretary shall be responsible for recording the minutes of all meetings of the Chapter, shall be responsible for making all members aware of such meetings, and shall be responsible for coordinating the activities related to the Chapter's newsletter.

7.06: Vice President of Programs. The Vice President of Programs shall serve as the Co-Chairperson of the Programs Committee. The responsibility includes programs conducted at all regular meetings of the members, social functions, and any workshops and seminars sponsored by the Chapter as determined by the President and the Board.

7.07: Vice President of Communications. The Vice President of Communications shall serve as the Chairperson of the Communications Committee. He/she/they will create and maintain a favorable image of the chapter by overseeing and managing marketing and public relations activities of the chapter. This position will be responsible to guide the following activities: managing the chapter website, publishing the newsletter, drafting and maintaining promotional materials, promoting activities of the Chapter, media relations, and assisting with special events advertising.

7.08: Core Leadership Area (CLA) Directors. Core Leadership Area Directors shall have such powers and perform such liaison duties as the Board, or the President may determine. The responsibility includes awareness sessions and initiatives in the particular CLA as determined by the President and the Board. He/she/they shall have the authority to appoint sub-committees to plan and implement the activities associated with the CLA for the year.

- i. CLA Director of Workforce Readiness. The CLA Director of Workforce Readiness shall oversee and coordinate the development and delivery of the Chapter workforce readiness initiatives. The Workforce Readiness Committee activities support the development of students, incumbent and transitioning workers, as well as re-entrant workers with relevant skills and knowledge for the current and future workplace.

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- ii. CLA Director of College Relations. The CLA Director of College Relations shall manage the WilcoHR scholarship program, internship program, and college outreach efforts. He/she/they will promote SHRM membership and the SHRM scholarship to students. He/she/they shall serve as a liaison between the SHRM #5395 Student Organization and WilcoHR. He/she/they shall work in cooperation with state-level college relations advocates and student conferences. He/she/they will behave in a way that is consistent with the Chapter's core values and make decisions that support the Chapter's mission and purpose.

7.09: Immediate Past President. The Immediate Past President shall serve as an advisor to the President, and fulfill such duties as requested by the President and/or Board of Directors.

ARTICLE 8
Committees

8.01: Committees. The establishment of both standing and ad-hoc committees shall be the right of the Board of Directors.

8.02: Committee Organization. Committees in addition to the Nominating Committee are established by resolution of the Board of Directors.

8.03: Committee Chairpersons. Appointment of Chairpersons to committees is the sole responsibility of the President. The Chairperson and the President will seek interested members to participate in committee activities. Special Committees or task forces may be organized by the President to meet particular Chapter needs.

8.04: Committee Activity. Committees are established to provide the Chapter with special ongoing services, such as Membership, Programs, Professional Development, Communications, Marketing/ Public Relations, etc.

ARTICLE 9
Electronic Voting

9.01: Electronic Voting. Mail or electronic ballots can be used for the election of Officers or Directors or for any other matter under consideration by the Board provided the Chapter has had at least one in-person meeting that year. The results of the electronic vote shall be recorded by the Secretary.

ARTICLE 10
Statement of Ethics

10.01: Statement of Ethics. The WilcoHR adopts SHRM's Code of Ethical and Professional Standards in Human Resource Management 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 from the Board of Directors.

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ARTICLE 11
Parliamentary Procedure

11.01: Parliamentary Procedure. Meetings of the Chapter shall be governed by the rules contained in Robert's Rules of Order (newly revised) in all cases to which they are applicable and in which they are consistent with the Law and the Bylaws of the Chapter.

ARTICLE 12
Amendment of Bylaws

12.01: Amendment of Bylaws. 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, provided that no such amendment shall be effective unless and until approved by the SHRM President/CEO or his/her/their 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/their designee.

ARTICLE 13
Dissolution

13.01: 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 (e.g. the SHRM Foundation, a local student chapter, the State Council, an HR degree program, or other such organization or charity with purposes consistent with those of the Chapter).

ARTICLE 14
Withdrawal of Affiliated Chapter Status

14.01: Withdrawal of Affiliated Chapter Status. Affiliated chapter status may be withdrawn by the President/CEO of SHRM or his/her/their 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 the SHRM Board of Directors 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 the SHRM Board of Directors, it is subject to immediate disaffiliation by SHRM. After withdrawal of Chapter status, the SHRM Board of Directors may cause a new Chapter to be created, or, with the consent of the President/CEO of SHRM and the consent of the body which has had Chapter status withdrawn, may re-confer Chapter status upon such body.

ARTICLE 15
Terms Used

15.01: Terms Used. As used in these Bylaws, feminine or neuter pronouns shall be substituted for those of the masculine form, and the plurals shall be substituted for the singular number in any place where the context may require such substitution or substitutions.

Note* These revised bylaws are not effective until approved and signed by SHRM CEO or designee

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Approved by:

SHRM President/CEO or President/CEO Designee:

 Date: 1-26-021

Ratified by Membership of Chapter and signed by:

Chapter President:

 Date: August 17, 2021