

**JERSEY SHORE
ASSOCIATION FOR HUMAN RESOURCES
BYLAWS
(Revised April 2016)**

ARTICLE I – NAME AND AFFILIATION

Section 1 - Name: The name of this organization shall be the *Jersey Shore Association for Human Resources*, hereinafter referred to as “JSAHR” or the “Chapter” (Chapter 0240 of the national Society for Human Resource Management, hereinafter referred to as “SHRM”).

Section 2 - Purpose: The purpose of JSAHR shall be:

- a) to serve as a recognized area leader in the practice of human resource management;
- b) to provide high-quality, dynamic and responsive programs for our membership;
- c) to secure and disseminate literature and information that would enhance the body of knowledge needed to practice the human resources profession effectively;
- d) to provide a forum and network for the exchange of information;
- e) to foster a cooperative effort among all members in activities relating to their professional interests; and
- f) to encourage professional careers in human resource management.

In achieving these purposes, there shall be no discrimination in individual or Executive Board memberships because of race, color, religion, national origin, age, gender, disability, sexual orientation, marital status, veterans status or any other category protected by any state or federal law or any administrative rule or regulation.

Section 3 - Fiscal Year: JSAHR’s fiscal year shall be the calendar year.

Section 4 – Affiliation: The Chapter is affiliated with the Society for Human Resource Management (herein referred to as SHRM.).

Section 5 – Relationships: The Chapter is a separate legal entity from SHRM. It shall not be deemed 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 the express written consent of SHRM. The Chapter shall not contract in the name of SHRM without the express written consent of SHRM.

ARTICLE II - MEMBERSHIP

Section 1 - Eligibility: The Membership Committee shall certify that all applicants meet the guidelines for membership, as set forth by SHRM.

Section 2 - *Classes of Membership:* The three membership classes are Professional, General, and Associate. Only Professional and General members may vote and hold elective office in JSAHR.

Professional members include individuals who are engaged in the profession of human resource management and who meet at least two of the following criteria:

- a) possess at least three years of exempt-level human resources, employee relations, labor/industrial relations or personnel management experience;
- b) are certified by SHRM or HRCI; ;
- c) are faculty members holding assistant, associate or full professorial rank in human resources (hereinafter referred to as "HR") 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) are full-time consultants with at least three years experience as a practitioner in HR management; and
- e) are active members in good standing of SHRM.

General members include individuals who are engaged in the profession of HR management in an exempt position but do not meet the requirements of Professional Membership.

Associate members include individuals in either of the following categories:

- a) HR management practitioners at the non-exempt level; and
 - b) individuals who do not meet the qualifications of the other classes of membership.
- Associate members may not vote and may not hold elective office in JSAHR.

Section 3 - *Membership Dues:* The amount of the annual dues for all classes of membership shall be determined annually by the JSAHR Executive Board. Dues are payable by January 31st of each year. Annual dues paid by new members joining JSAHR between October 1st and December 31st of their first membership year shall be considered payment for the remainder of that first membership year and the entire following year of membership. Individuals who were never previously members of JSAHR and who join JSAHR on or after June 1st shall be charged one-half of the then applicable membership dues for the balance of said year. JSAHR members who do not pay their dues by March 31st shall be considered as having resigned from JSAHR and will be deleted from the Chapter membership roster.

Section 4 - *Membership Discipline:* The Executive Board of JSAHR reserves the right to deny or revoke membership to anyone who is not eligible for membership in accordance with these Bylaws, or whose actions deliberately discredit, disparage, embarrass, or harm in anyway JSAHR or SHRM.

ARTICLE III - *EXECUTIVE BOARD*

Section 1 - *Membership:* The Executive Board of JSAHR shall include elected officers and committee directors, all of which are volunteer positions. One student designee and the academic advisor of each JSAHR student chapter are invited to attend meetings of the Executive Board in a non-voting capacity. These individuals may be excluded from all or a portion of any

such meetings at the sole discretion of the President or a vote of the Executive Board. The presence of such individuals shall not be counted toward a quorum for said meeting.

The Executive Board, with the assistance of the Chapter Administrator, shall be responsible for the operation of JSAHR during the extended period between membership meetings.

Section 2 – *Qualifications*: All candidates for the Executive Board must be Professional members of the Chapter in good standing at the time of nomination or appointment and for their complete term of office. Per SHRM Bylaws, the President must be a current member in good standing of SHRM throughout the duration of his/her term of office.

Section 3 - *Elected Officers*: There shall be four elected officers of JSAHR, including President, First Vice President, Second Vice President, and Treasurer. All elected officers shall be members of SHRM.

Section 4 - *Committee Directors*: The nine standing committees shall include: Awards, Certification, College Relations, Communications, Diversity and Inclusion, Workforce Readiness, Legislative Affairs, Membership, and Programming. In addition, ad hoc committees (e.g. Nominations Committee) may be designated, as needed. The Chapter President shall appoint all committee directors/co-directors.

Section 5 - *Members at Large*: There shall be no more than five members-at-large, including at least one past president of JSAHR. These individuals will serve in standing or ad hoc committees, as needed, and may be appointed by the President to fill an officer's position when such a position becomes vacant during a particular year.

Section 6 - *Removal of Officer*: Any Officer may be removed from office, with cause, upon an affirmative vote of two-thirds of the entire Executive Board at a duly constituted Executive Board meeting.

Section 7 - *Removal of Director*: Any Director may be removed from office, with cause, at the discretion of the President.

Section 8 - *Quorum*:

(i) One-half of the then existing Executive Board, or Elected Officers shall constitute a quorum for the transaction of business at any meeting of the Executive Board or Elected Officers.

(ii) A quorum of JSAHR members exists if one-half of the then active JSAHR members are present at a meeting; or in the instance of an electronic vote, then one-half vote.

(iii) Any committee of the Executive Board, Elected Officers, or JSAHR members will have a quorum if one-half of said committee's members are present or participate in an electronic vote. Note that when a committee consists of one person, then one person shall constitute a quorum.

ARTICLE IV - DUTIES OF OFFICERS

Section 1 - President: The President shall be the chief executive officer and shall be responsible for the following:

- a) presiding over all JSAHR general membership and Executive Board meetings;
- b) approving all financial expenditures, in conjunction with the Treasurer;
- c) appointing all standing and ad hoc committee directors;
- d) filing annual report of activities and accomplishments at the end of each calendar year;
- e) attending meetings of New Jersey State Council of SHRM; and
- f) acting as Chapter liaison for SHRM national and Northeast Region activities.

Section 2 – First Vice President: The First Vice President shall play an active role assisting the President in all tasks for which the President is responsible, as outlined in Article IV, Section 1 above. Acceptance of the nomination for this position shall be done with the understanding that the First Vice President is expected to accept the nomination for President of JSAHR at the end of the current President’s term of office. The First Vice President shall be responsible for completion of the annual Chapter Activity Plan and shall be accountable for Chapter compliance with the Chapter Activity Plan throughout the year.

Section 3 – Second Vice President: The Second Vice President shall be responsible for monitoring JSAHR’s compliance with SHRM guidelines and chapter Bylaws. This position shall also serve as coordinator of all Chapter committee activities.

Section 4 – Treasurer: The Treasurer must be bonded and shall be responsible for the following:

- a) conducting all financial transactions in accordance with IRS regulations governing non-profit organizations;
- b) recording all JSAHR credits and debits in an accurate and timely manner;
- c) preparing monthly Treasurer’s report for distribution at Executive Board meetings;
- d) depositing all JSAHR funds in the name of the Jersey Shore Association for Human Resources in a financial organization approved by the Executive Board;
- e) distributing checks approved by the President and Executive Board; and
- f) in conjunction with the Chapter Administrator, collecting meeting fees and welcoming members and guests at sign-in table for monthly meetings.

ARTICLE V - FUNDS

Disbursement: Upon recommendation of the Executive Board, a portion of JSAHR’s funds may be designated for disbursement. A motion for disbursement shall include the name of the recipient, the reason for the disbursement, and the amount recommended or requested. Voting on such motions shall be in accordance with the provisions of Article VII of these Bylaws.

ARTICLE VI - COMMITTEES

Section 1 - Awards: The Award Committee shall secure and disseminate SHRM and other HR awards information to the JSAHR Executive Board and Chapter members. It shall also be responsible for assuring timely completion of Chapter award applications, including submission for annual SHRM Pinnacle Award, but excluding the Chapter Activity Plan. The Awards Director is responsible for ongoing recruitment of Awards Committee members.

Section 2 - Certification: In order to enhance the body of knowledge needed to practice the human resources profession effectively, JSAHR encourages each of its members to become certified through SHRM, either as a SHRM-SCP (SHRM Senior Certified Professional) or SHRM-CP (SHRM Certified Professional), or another HR certification body. The Certification Committee is responsible for keeping JSAHR members informed of certification requirements. Whenever possible, the Certification Committee will conduct study groups in preparation for certification exams. The Certification Director is responsible for ongoing recruitment of Certification Committee members.

Section 3 – College Relations: The College Relations Committee shall be responsible for the following:

- a. ongoing recruitment of College Relations Committee members;
- b. establish and help maintain a student chapter with Colleges and Universities local to the Chapter, including the current partnerships with JSAHR Student Chapters at Monmouth University, Rutgers University – Newark, established by the College Relations Committee. The College Relations Committee shall have the discretion to bring forward to the Executive Board for approval, the commencement and/or discontinuation of a chapter at any other university or college.;
- c. assist and promote student chapter activities;
- d. encourage student participation at chapter meetings
- e. help transition student members to professional members;
- f. work closely with SHRM Student Programs.

Section 4 - Communications: The Communication Committee shall be responsible for the following:

- a) ongoing recruitment of Communications Committee members;
- b) coordination of Communications Committee activities;
- c) publicizing upcoming events and programs;
- d) compiling, editing and distributing the JSAHR newsletter, if applicable;
- e) generating publicity flyers for special events, (e.g. NJ State Conference); and
- f) responsible for the establishment and maintenance of communication channels as directed or authorized by the Executive Board

Section 5 - Diversity: The Diversity and Inclusion Committee shall be responsible for the following:

- a) ongoing recruitment of Diversity and Inclusion Committee members;
- b) coordinating Chapter efforts aimed at achieving membership diversity that more closely reflects the demographics of the HR profession in the JSAHR membership area;
- c) working in conjunction with the Membership Committee on those occasions when individual committee responsibilities overlap;

- d) obtaining Executive Board approval prior to implementation of any new programs or practices;
- e) keeping JSAHR members informed of diversity initiatives which might help meet the Workforce Readiness needs of their own employees; and
- f) the Diversity and Inclusion Committee may, within their discretion, determine annually whether to organize, support and/or participate in a job fair or other event/program promoting diversity and inclusion in the workplace.

Section 6 – *Workforce Readiness*: In order to foster positive interaction between local education and business communities, the Workforce Readiness Committee shall serve as a conduit for the flow of information to JSAHR members about programs designed to better prepare students for the challenges they will meet in the workplace. JSAHR’s active participation in such programs must have prior approval of the Executive Board.

Ongoing recruitment of Workforce Readiness Committee members is the responsibility of the Workforce Readiness Director.

Section 7 - *Legislative Affairs*: The Legislative Affairs Committee shall keep JSAHR members informed of significant national, state and local legislative affairs and legal developments which impact upon employer/employee relations and the human resources profession. The Legislative Affairs Committee shall be responsible for getting JSAHR’s message out to key legislators. To that end, the Committee must have mechanisms in place for grassroots campaign efforts as legislative developments warrant. Ongoing recruitment of Legislative Affairs Committee members is essential to this process and is the responsibility of the Legislative Affairs Director.

Section 8 - *Membership*: The Membership Committee shall be responsible for the following activities:

- a) ongoing recruitment of Membership Committee members;
- b) promotion of new Chapter membership;
- c) response to inquiries about Chapter membership;
- d) evaluation of applicant eligibility for Chapter membership in accordance with the guidelines set forth in Article II, Section 2 of these Bylaws;
- f) coordination of SHRM membership drives; and
- g) working in conjunction with Chapter Administrator, production of the JSAHR annual membership directory on or before summer recess of each year.

Section 9 - *Programming*: The Programming Committee shall be responsible for the following:

- a) ongoing recruitment of Programming Committee members;
- b) coordination of Programming Committee activities;
- c) surveying JSAHR members and prospective members, scouting for program topics and speakers on evolving trends in the HR profession;
- d) scheduling of monthly programs;
- e) preparation of meeting announcements to be given to the Chapter Administrator for mailing; and
- f) submit program for appropriate credit under HRCI and SHRM requirements, as applicable.

ARTICLE VII – *VOTING*

Section 1 – *Means of Voting:* Except for elections regarding JSAHR officers (outlined below), voting shall be done either by a simple majority of Professional and General members present at a meeting, or at the sole option of the JSAHR Executive Board, by electronic means to the active JSAHR membership. Any action required or permitted to be taken at a meeting may be taken without a meeting if the action is approved by electronic means. The Executive Board shall alert eligible voting members of the manner of the vote at least ten (10) calendar days in advance of the vote, either by announcement at a meeting, in writing or by electronic means, including posting on the JSAHR Chapter website. Electronic votes must be submitted by 3:00 pm on the day of the voting deadline to the JSAHR Chapter Administration who will tally the votes and inform the Executive Board of the results. Associate members are not eligible to vote on any voting matter.

Section 2 – *Proxy Voting:* Every person entitled to vote on any voting matter shall have the right to do so either individually or by proxy signed by the member and filed with the Chapter Administrator. A proxy shall be deemed signed if the member's name is placed on the proxy (whether by manual signature, typewriting, facsimile transmission, electronically or otherwise) by the member. A proxy shall be revocable at will. The presence at any meeting of any member who has given a proxy shall revoke the proxy. A proxy shall not be permitted for electronic voting matters.

Section 3 - *Referendum and Other Mail Balloting:* The Executive Board and/or Elected Officers may determine by vote, as described above, to submit any matter of JSAHR's business to the voting membership for resolution under the voting procedures provided herein.

ARTICLE VIII – JSAHR OFFICER SUCCESSION PLANNING/ELECTIONS/VOTING/TERM OF OFFICE

Section 1 - *Nominations and Elections:* As part of succession planning, the Executive Board shall vote to designate members of an ad hoc nominating committee to investigate, identify and present a slate of officer candidates to the general membership at the May Chapter meeting of each year for vacant positions. Elections for vacant JSAHR officer positions will be held at the June Chapter meeting or as soon thereafter as practicable. With regard to elections for JSAHR officers, eligible voting members are permitted to vote in any manner provided by the Executive Board, which may include electronic mail, facsimile, regular mail or solely in person at the June Chapter meeting. The Executive Board shall alert eligible voting members of the manner of the vote for elections for JSAHR officers at least ten (10) calendar days in advance of the vote by verbal announcement at a meeting, in writing or by electronic means, which may be limited solely to a posting on the JSAHR Chapter website. Each successful candidate shall be elected on the basis of a plurality of votes cast for that office. In the event a tie occurs during an election through two or more candidates for the same office receiving the same number of votes, successive balloting shall be conducted until one candidate receives a plurality.

Section 2 - *Term of Office:* The term of elected JSAHR officers will run for a period of two years from July 1 through June 30, 24 months later. Installation of officers shall take place three months later at the September meeting. The term of each officer shall be two years. In order to

ensure effective leadership succession, it is strongly recommended that no officer serve more than two consecutive terms in the same capacity.

ARTICLE IX – CHAPTER ADMINISTRATOR

The Chapter Administrator is responsible for the registrar function and other administrative services required by JSAHR, including the recording and distribution of minutes of all general and Executive Board meetings. This position is supervised by the President whose prior approval must be given for any extraordinary, unbudgeted or unexpected tasks requested of the Chapter Administrator by the Executive Board. The Chapter Administrator is a paid position.

ARTICLE X – STATE COUNCIL REPRESENTATIVE

The President of JSAHR shall appoint a State Council Representative who will be responsible for attending quarterly SHRM Garden State Council meetings, typically located in Princeton on the last Tuesday of January, April, July and October.

ARTICLE XI - MEETINGS

Meetings will typically be held on the second Thursday of each month, excluding July and August, at a time and site determined by the Executive Board. Registration fees for each meeting shall be determined by the JSAHR Executive Board. An annual planning meeting shall be held by the Executive Board during July or August. Goals and objectives set forth at that meeting shall be communicated to JSAHR membership at the September meeting and in the September JSAHR newsletter.

ARTICLE XII – CODE OF CONDUCT

A Code of Conduct has been adopted to promote and maintain the highest standards of professional and personal conduct among its members. By joining this Chapter, a member indicates his/her support for upholding this Code and the understanding of his/her individual responsibility to act in accordance with the following items, thereby assuring that all Chapter activities support the development, networking, and educational intents of this professional organization.

As a member of JSAHR, each member shall pledge to:

- a) Maintain the highest standards of professional and personal conduct;
- b) Strive for personal growth in the field of human resource management;
- c) Support SHRM's goals and objectives for developing the human resource management profession;
- d) Instill in the public and in Chapter members, a sense of confidence about his/her conduct and intentions;
- e) Uphold all laws and regulations relating to his/her activities;

- f) Refrain from using his/her official position, to secure special privilege, gain or benefit;
- g) Maintain the confidentiality of privileged information; and
- h) Recognize that JSAHR meetings, events, and/or any other Chapter activities are times for education, thought provocation and development, and not times for sales opportunities, business solicitations or self-promotion.

ARTICLE XIII - AMENDMENTS

A copy of all amended Bylaws shall be forwarded to SHRM before amendment. The Bylaws may be amended by a majority vote of the JSAHR Professional and General Members present at any meeting at which a quorum exists and in which required notice has been met provided no such amendment shall be effective unless and until approved by the SHRM President/CEO or his/her designee as being in furtherance of the purposes of SHRM and not in conflict with the Society's Bylaws. Unless otherwise specified, all ratified amendments to these Bylaws shall become effective on the day of the vote.

ARTICLE XIV – 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 (e.g., the SHRM Foundation, a local student chapter, the state council, an HR-degree program, or other such organization or charity).

ARTICLE XV – WITHDRAWAL OF AFFILIATED CHAPTER STATUS

Affiliated chapter status may be withdrawn by the President/CEO of SHRM or his/her 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.

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Ratified by the Membership of Chapter and signed by:

Chapter President _____

Date _____

Approved by:

SHRM President/CEO or President/CEO Designee

A handwritten signature in black ink, appearing to read "Tim CCB", written over a horizontal line. The signature is stylized and includes a large loop at the end.

Date 7/29/16