

UNM SOCIETY FOR HUMAN RESOURCES MANAGEMENT STUDENT CHAPTER BY-LAWS

A. Membership

- Members must be student at UNM with an interest in Human Resources.
- Prospective members must apply through the current UNM SHRM chapter officers.
- Members are highly encouraged to be members of SHRM and HRMA.
- To be considered an active member, members must attend 2/3 of the meetings and activities that UNM SHRM conducts.

B. Dues

- Members do not pay dues to the local student chapter, but are encouraged to be a SHRM member at \$35.00 a year.

C. Executive Board

- President
- Vice President of Community Events, Technology, Merit Award, and Marketing
- Student Liaison
- Treasurer
- Secretary

D. Responsibilities of Officers

- President
 - Presides meetings; guides officers in developing chapter's goals and objectives; shall become familiar with SHRM and chapter by-laws; shall be watchful for activities, projects, and programs which could benefit the chapter, its members, or SHRM as a whole; performs roles of other officers when officers are not named; attends the Dean's Student Advisory Council Meetings as other functions as necessary.
- VP of
 - Marketing
 - Provides information to the correct governing bodies to notify students from UNM about meetings and events that UNM SHRM holds.
 - Community Events
 - Finds relevant volunteer opportunities for the chapter to give to the community.
 - Merit Award
 - Keeps track of activities and events throughout the year that qualify as Merit Award points. Completes application in timely manner to be considered for the Merit Award to SHRM.
 - Technology

- Keeps website updated with pertinent information so members and non-members alike are able to see what activities the chapter partakes in.
- Student Liaison to HRMA
 - Provides networking opportunities for UNM SHRM members and HRMA members. Provides valuable information from the HRMA meetings to UNM SHRM members.
- Treasurer
 - Maintains the finances of the organization. Prepares funding requests from grants and ASUNM funds. Prepares a semester budget.
- Secretary
 - Records minutes of meetings and distributes them to the chapter members via e-mail and posts them on the chapter's website.

E. Responsibilities of Advisors

- Advisor is to help guide the student officers to effectively run the organization.
- The advisor is expected to attend the Chapter Meetings and to maintain contact with the officers.

F. Elections

- Elections will be held during the Spring Semester in April.

G. Amendments

- These by-laws may be amended or revised by a majority vote of the chapter membership.

UNM SOCIETY FOR HUMAN RESOURCE MANAGEMENT STUDENT CHAPTER CONSTITUTION

Article I. Identification

Section 1.01 *Name*. The name of the organization shall be the University of New Mexico Society of Human Resource Management Student Chapter, hereinafter referred to as UNM SHRM.

Section 1.02 *National Affiliation*. UNM SHRM shall be affiliated with the Society of Human Resource Management, hereinafter referred to as SHRM.

Article II. Purposes and Mission

Section 2.01 *Purposes*. The purposes of the chapter shall be as follows:

- (a) To acquaint students, considering a future in business, with the field of human resource management.
- (b) To keep students up-to-date on new developments in the field of human resource management.
- (c) To provide learning opportunities through interaction with human resource management professionals.
- (d) To promote the development of professional human resource managers for the future.
- (e) To encourage adherence to the Code of Ethics of SHRM.
- (f) To provide a link to the professional SHRM, the Human Resource Management Association of New Mexico, hereinafter referred to as HRMA, by encouraging students to attend HRMA meetings.

To achieve these purposes, there shall be no discrimination in individual membership or chapter affiliation because race, religion, sex, age, national origin, or sexual orientation.

Section 2.02 *Mission*. UNM SHRM serves as a bridge between the students and Human Resource professionals by exploring HR disciplines in an environment promoting friendship, growth, and hands-on experience. The organization provides opportunities and resources to successfully market the skills, knowledge, and abilities of its members.

Article III. Membership

Section 3.01 *Members*. Application for membership shall be made through the chapter. Student members are encouraged to be members of the SHRM and HRMA to participate in the student chapter.

Article IV. Officers

Section 4.01 *Officer Responsibilities*. There shall be the following officer positions to lead UNM SHRM:

- (a) President
 - a. Presides meetings; guides officers in developing chapter's goals and objectives; shall become familiar with SHRM and chapter by-laws; shall be watchful for activities, projects, and programs which could benefit the chapter, its members, or SHRM as a whole; fulfill roles of officers that are not assigned; attends the Dean's Student Advisory Council Meetings and other functions as necessary.
- (b) VP of
 - a. Marketing
 - i. Provides information to the correct governing bodies to notify students of UNM about meetings and events that UNM SHRM holds.
 - b. Community Events
 - i. Finds relevant volunteer opportunities for the chapter to give to the community.
 - c. Merit Award
 - i. Keeps track of activities and events throughout the year that qualify as Merit Award points. Completes application in timely manner to be considered for the Merit Award from SHRM.
 - d. Technology
 - i. Keeps website updated with pertinent information so members and non-members alike are able to see what activities the chapter partakes in.
- (c) Student Liaison to HRMA
 - a. Provides networking opportunities for UNM SHRM members and HRMA members. Provides valuable information from the HRMA meetings to UNM SHRM members.
- (d) Treasurer
 - a. Maintains the finances of the organization. Prepares funding requests from grants and ASUNM funds. Prepares a semester budget.
- (e) Secretary
 - a. Records minutes of meetings and distributes them to the chapter members via email.

Section 4.02 *Election of Officers*. The officers will be elected in the Spring Semester prior to the completion of the semester.

Article V. Advisors

Section 5.01 *Advisors*. The chapter advisor will be nominated by the student members each year and must be a member of UNM faculty. Advisors are expected to be at the meetings.

Article VI. Meetings

Section 6.01 *Chapter Meetings*. Meetings will be held once a month and will last for an hour. A guest speaker from the Human Resources profession will be invited to each meeting. There will be time allotted in the beginning of each meeting for HR Games questions and for any business.

Section 6.02 *Officer Meetings*. Officers should meet frequently to maintain contact and consistency in the meetings. These meetings should be done the week prior to the Chapter Meetings so that duties can be delegated.

Article VII. Quorum

Section 7.01 *Quorum*. Three (3) voting members at any meeting shall constitute a quorum. Such quorum may, by majority vote of the members present, transact any business, which may properly be brought before the meeting, except as otherwise indicated by this constitution. A meeting may be adjourned or recessed by a majority vote of the members present whether or not a quorum is present.

Article VIII. Amendments

Section 8.01 *Amendments*. This constitution may be amended or revised by a majority vote of the chapter membership and should be revised yearly upon chartering with ASUNM.

