

**WESTERN ILLINOIS UNIVERSITY CHAPTER  
Macomb and Quad City Students**

**Affiliated with the**

**SOCIETY FOR HUMAN RESOURCE MANAGEMENT**

**CONSTITUTION**

Revised 5.31.2022

Article I: Name

Western Illinois University Chapter of the Society for Human Resource Management (SHRM)

This is a student organization under the  
College of Business & Technology at Western Illinois University.

Article II: Objectives

The objectives of this chapter are:

1. To assist members in making valuable contacts toward obtaining a position in the Human Resource Management field upon graduation.
- 2.
3. To establish a good rapport between the Human Resource student chapter and the community.
4. To acknowledge, understand, and apply various solutions to problems in the HRM field.



## Article IV: Officers

### Section 1

The Executive Board shall be composed of the following offices: President, Vice President, Treasurer, Secretary, Vice President of Merit Award, Vice President of Communication, Social Chair, and Ambassador. Their duties shall be outlined in the standing rules of this organization. Officers must be nationally registered members of SHRM. If not registered by the fifth week of the semester, their position



The general duties of officers are as follows:

#### President

The President shall preside at all meetings of the chapter, shall act as Chairperson of the Executive Board, and shall be a member ex-officio of all committees. (S)He shall appoint all chairpersons of all standing committees and temporary committees. (S)He shall administer the business of the chapter between regular meetings, exercising authority consistent with the Constitution and shall be the official representative of the chapter. The President, with the approval of the Executive Committee and through the Secretary, shall call all regular and special meetings of this chapter. The president shall create and implement an operating plan, create a membership acquisition and retention plan, provide one company visit or job shadow opportunity for the year, and complete and work with the Vice President of Merit Award to submit the Student Chapter Information Form (SCIF)

of the chapter and shall notify members of the regular and special meetings. (S)He shall write all thank you notes and emails to speakers for presenting as well as maintain a chapter sign-in sheet for chapter meetings and events. They also must maintain and update the current chapter membership roster for the Vice President of Merit Award to

notifying all members regarding chapter and special meetings, upcoming speakers and events. The Secretary Swork closely with the Vice President, Reservations, and the Vice President of Merit Award to

## Article V: Finance

### Section 1

August 1 through May 31 shall constitute the fiscal year.

### Section 2

National dues are \$49.00 and will be forwarded to SHRM, or members can pay individually.

### Section 3

Additional revenues may be generated through special projects approved by a majority of the members present at any called general meeting. Any special projects will be in keeping with the objectives of the organization and in compliance with university guidelines.

### Section 4

A majority of the Executive Board, as well as the faculty advisor, must approve expenditures.

### Section 5

All funds will be promptly deposited and expended from the chapter checking account and in compliance with chapter guidelines.

### Section 6

A yearly audit of funds shall be conducted in compliance with current university policy and will be accomplished by the President, Treasurer, and the faculty advisor.

### Section 7

## Article VIII: Constitution

### Section 1

The Constitution will be examined by the Executive Board each semester to determine that it still meets university and Executive Board approval and will be changed if necessary, as discussed in Section 2.

### Section 2

The Constitution may be amended by a two-thirds majority vote of those present at any called general meeting, but may not conflict with the Constitution of SHRM or a sponsoring chapter. Proposed amendments must be submitted in writing and read to members present at the meeting.

### Section 3

A copy of the Constitution and Standing Rules will be provided to each member of the organization upon request.

## Article IX: Statement of Non-Hazing

This organization will not conspire to engage in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or person attending the institution.

## Article X: Statement of Compliance with Campus Regulations

This organization shall comply with all university and campus policies and regulations and local, state, and federal laws.

## Article XII: Statement of Driving Policy for University Vehicles

Western Illinois University registered student organizations are allowed access to university vehicles for organization-sponsored trips. Only employees of WIU are allowed to drive university vehicles. Graduate or undergraduate students not employed by WIU cannot drive university owned vehicles. Undergraduate students may only drive university vehicles if they are at least 21 years of age and are paid university employed drivers.