

## ***Constitution***

### **Article I      Name**

The name of this student organization shall be known as The Society for Human Resource Management – Texas A&M Student Chapter. The Chapter shall colloquially be referred to as Texas A&M SHRM or TAMU SHRM. From here on out, this organization shall also be known as SHRM.

### **Article II      Purpose and Goals**

#### **Section 1 – Purpose**

The purpose of SHRM is to stimulate interest in the field of Human Resources (HR) by inviting HR professionals to speak about different aspects of their job and other HR issues. SHRM was created to provide assistance for development of its members, to provide leadership opportunities, and establish and support standards of excellence in Human Resource Management.

#### **Section 2 – Goals**

The specific goals for SHRM are to:

- Stimulate interest in the Human Resource Management field
- Create a better understanding of Human Resources as a strategic business function
- Have at least one guest speaker (HR related) per professional development meeting
- Provide opportunities to meet HR professionals for future opportunities (including but not exclusive to internships, co-ops, and jobs)
- Increase membership (both in local and national chapter)
- Be affiliated with the National SHRM

### **Article III      Membership**

Texas A&M SHRM student chapter is open to any student interested in the field of Human Resource Management. Eligibility includes being a college student taking the equivalent of at least six (6) credit hours per term in a degree-seeking program at Texas A&M University or being classified as a “temporary member”. A “temporary member” is classified as a student who has graduated from their undergraduate work and is accepted to a masters program at Texas A&M in the following fall. “Temporary membership” is contingent upon both their acceptance letter to a masters program at Texas A&M in the following fall and a donation to SHRM equal to the amount of the dues for the semester and within the same time restrictions as membership dues. This will allow these “temporary members” to run for officer positions for the following fall but will not permit them from participating in any activity that requires risk assessment paperwork while considered a “temporary member.” In addition, a temporary member will not be able to serve as an officer due to the restriction in the constitution that an officer must be an enrolled student at Texas A&M. However, they will be allowed to run

for officer positions for the following year because officer duties are not assumed until the fall. Students interested in becoming national members of SHRM shall pay dues to the national chapter and meet their requirements for eligibility. In the instance that an action calls for the removal or discipline of a member, the following steps will take place:

- Member will receive prompt notice of the issue
- Member will be given an opportunity to share his/her perspective before the executive committee and faculty advisor, who together will make a final decision

#### Article IV

### **Officers and Elections**

#### Section 1 – Requirements for Officers

The officers of this organization must meet the following requirements:

1) Have a minimum grade point ratio (GPR) or grade point average (GPA) as stated below and meet that minimum GPR/GPA in the semester immediately prior to the election/appointment, the semester of election/appointment and semesters during the term of office.

- For undergraduate students, the minimum cumulative and semester GPA is 2.00 and for first professional students the minimum cumulative and semester GPA is 2.50. In order for this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration unless fewer credits are required as they complete the final stages of their degree. In one limited circumstance, summer semester hours may qualify toward a GPA prior to election/selection/appointment if at least six credit hours have been taken during the course of either the full or summer session(s).
- For graduate level students the minimum GPR is a 3.00. In order for this provision to be met, at least four hours (half-time credits) must have been taken for the semester under consideration. In one limited circumstance, summer semester hours may be applied to this provision. In order for summer coursework to qualify toward a GPR prior to election/appointment, at least four credit hours must have been taken during the course of either the full or summer session(s) unless fewer credits are required as they complete the final stages of their degree.

2) Be enrolled as a student in good standing with the university and must be a current dues-paying member:

- Being at least a half-time (six or more credit hours) undergraduate student (unless fewer credits are required to graduate in the spring and fall semesters) during the term of office, or
- Being at least a half-time (four or more credits) graduate level student (unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement) during their term of office.

The student would be ineligible to hold an office position should the student fail to maintain the requirements as prescribed in (1) and (2).

### Section 2 – Election of Officers

Officers of the student chapter shall be:

- President
- Vice President
- Vice President of Administration and Marketing
- Vice President of External Affairs
- Vice President of Finance
- Vice President of Member Development
- Vice President of Student Chapter Excellence

These offices, along with the faculty advisors, shall constitute the Executive Committee. In order to be eligible to serve in an officer position, one must be a student for the entire academic year they would be serving. Elections shall be held during the spring semester each year. The current officer team will collect and review applications, conduct any necessary interviews, and, as a team, decide who the new officer team will be. The current officers shall preside for the remainder of the semester, and the new officers shall assume responsibility the fall semester. The transition of officers and training should happen in the spring before summer begins to ensure proper planning for the following semester.

In the instance that an action calls for the removal or discipline of an officer, the following steps will take place:

- Officer will receive prompt notice of the issue
- Officer will be given an opportunity to share his/her perspective before the executive committee and faculty advisor(s), who together, will make the final decision
- Vacancies created by this process will be filled in the same election procedure described above

### Section 3 – Duties of SHRM Officers

All officers of TAMU SHRM are expected to uphold a welcoming environment for members. This includes making sincere efforts to learn members' names, warmly welcoming them to meetings, and engaging in social interactions. Officers are reminded that they represent the organization and should attend all guest speaker meetings and  $\frac{2}{3}$  of officer-led meetings, profit shares, socials, and other events with a friendly demeanor and adhere to the uniform guidelines (if applicable). Officers are required to be at all mandatory events and must notify the president if they cannot attend an event within 48 hours of the event. If there is excessive absenteeism, discipline of the officer or removal of the officer can occur. Additionally, officers are required to actively participate in recruitment initiatives aimed at expanding the organization, fulfill all duties outlined in their responsibilities document, and diligently execute tasks assigned by the President, demonstrating commitment and dedication to their roles.

### *President*

- CEO for chapter
- Presides over all meetings
- Ultimately responsible for all chapter activities
- Works closely with chapter's faculty advisor
- Serves as liaison between student and national chapter
- Motivates current and potential SHRM members to maintain involvement and to get involved

### *Vice President*

- Works closely with President
- Ensures all processes are adhered to by other officers
- Applies for GoodBull and SOFAB scholarships annually
- Leads creating annual budget
- Leads planning social events and profit shares

### *Vice President of Marketing and Administration*

- Ensures that SHRM is represented at all student organization events
- Maintain web page and bulletin board
- Edit Facebook Group and keep information updated
- Attend Risk Management meetings (estimated 2/semester)

### *VP of External Affairs*

- Networks with current and potential contacts to find speakers for meetings and/or sponsors for the chapter
- Effectively communicates with speakers and ensures all their needs are met
- Creates thank you baskets for speakers
- Meets speakers at their car before meeting and walks them to the meeting room
- Sends invitations and subsequent thank-you notes to speakers

### *VP of Member Development*

- Send notices of all meetings and events through Flare
- Maintain member records and points
- Organize social events and along with Vice President
- Focus on creating opportunities for members professional growth
- Act as a liaison between officer board and general members

### *VP of Finance*

- Keep financial records for chapter
- Request checks for all expenditures and reimbursements
- Assist Vice President with budget preparation
- Coordination of fundraising activities and profit shares

- Manage dues payments and t-shirt sales

#### *VP of Student Chapter Excellence*

- Responsible for completing the Merit award entry through the national SHRM
- Use the Chapter Merit Award Planning Workbook to ensure chapter qualifies for the award
- Coordinates and plans group study sessions for the SHRM-CP

#### Section 4 – Chapter Advisor

The Chapter shall have an advisor who shall be a faculty member from the Management Department, preferably a professor who teaches Human Resource Management. The advisor shall be available for advice and consultation regarding the operation of the organization, including coordination of events, activities, and financial transactions. He/she shall provide the opportunity for officers to exercise initiative and judgment within an appropriate measure of self-sufficiency.

### Article V

#### **Dues and Finances**

##### Section 1 – Finances

“All monies belonging to this organization shall be deposited and disbursed through a bank account established for this organization at the Student Organization Finance Center and/or the Fiscal Office. All funds must be deposited within 24 hours after collection. The advisor to this organization must approve and sign each expenditure before payment.” In the instance that the organization is dissolved, all remaining funds shall be handled by the Texas A&M University Department of Management.

##### Section 2 – Dues

Dues shall be collected as follows: \$40 per semester or \$60 per year from all members, excluding officers, of this organization. Dues should be collected by the second meeting of each semester, after which time only dues-paying members are allowed to attend SHRM functions. Dues will be used to help support socials, learning material, conferences, meeting materials, and the old officer/new officer dinner meetings at the beginning of each semester and possibly at the end of their term. There will also be participation prizes given throughout the semester. In extraneous circumstances, the officer board may vote to lower semester dues on a semester by semester basis.

##### Section 3 – Fiscal Year

The fiscal year of SHRM shall be September 1 through August 31.

### Article VI

#### **Meetings**

There must be at least five general meetings a semester during the regular school year.

### Article VII

#### **Emblems, Insignia, and Colors**

### Section 1 – Emblem

The chapter emblems shall be the emblems of the national SHRM organization and include the official “Affiliate” logo.

### Section 2 – Insignia

Emblems and insignia shall be uniform in all local and state chapters. Only members in good standing may use official emblems and insignia, with permission from the national organization.

### Section 3 – Colors

The official colors of the Texas A&M Chapter of SHRM shall be royal blue, light blue, navy blue, white, and maroon.

## Article VIII **Amendments and Ratification**

This constitution shall be reviewed annually with twenty percent (20%) of the active membership of the chapter constituting a quorum. The Department of Student Activities must also review and approve all amendments.

This copy will be made available to members upon request.

The President and Faculty Advisor, as representatives of the Executive Committee, are in agreement with the constitution of the Texas A&M Chapter of the Society for Human Resource Management. On this date, 5/4/2025.

Samantha Smart  
President

Rochelle Read  
Faculty Advisor