



CONSTITUTION AND BY-LAWS
OF THE
BAYOU SOCIETY
FOR HUMAN RESOURCE MANAGEMENT

ARTICLE I - NAME

This organization shall be known as the Bayou Society for Human Resource Management.

ARTICLE II - PURPOSE

Section I The *Purpose* of this Society is to promote fellowship and a better understanding of the mutual problems affecting those engaged in human resource activities.

Section II To *Provide* an opportunity for the exchange of ideas and discussion relating to all phases of human resource management.

Section III To *Encourage* the application of scientific methods to the human resource problems of industry, business, and government as a means of increasing the operating effectiveness of both workers and management.

Section IV To *Make Information Available* regarding current thought and trends in human resource management.

Section V To *Render a Service* to this geographic area on human resource matters and to foster an affiliation with the Nicholls State University SHRM Chapter should one exist.

Section VI To *Take Any Desired Action* consistent with the goals of the organization.

ARTICLE III MEMBERSHIP

Section I The *Membership* of this Society shall consist of Regular and Associate members and may be of either sex and any race, creed, color, or national origin, without regard to a disability.

Section II Regular Members Persons Actively Engaged in the professional or technical aspects of, or the teaching of, human resource management. Individuals normally occupy salaried, exempt administrative or executive positions and who: (1) make or actively participate in the making of human resource policies, (2) exercise administrative discretion in interpreting and applying human resource policies, or (3) hold professional positions in the field of Human Resources.

Section III Associate Members Persons outside the foregoing categories who demonstrate to the satisfaction of the Board of Directors a bona fide interest in human resource management and/or are members of National SHRM. Associate members shall be limited to a maximum of 10% of Regular members. A maximum of one member shall be permitted per company. Associate Members shall have the same privileges as Regular Members with the exception of officer appointments.

Section IV Applications for Membership in this Society shall be submitted to the Board of Directors. Admission to membership shall require an affirmative vote of a majority of the Board members present at the meeting. No one who meets the above requirement and has expressed interest at the time of the adoption of these by-laws shall be excluded from membership.

Section V Termination of Membership for good cause may be undertaken by a 2/3 vote of the Board of Directors. Membership shall be terminated automatically for non-payment of annual dues and/or meal expenses.

ARTICLE IV - DUES

Section I *Dues* for regular members and associates shall be reviewed annually by the board and, if changed, presented to the membership for approval. Dues are payable by January 1st each year and considered late after March 31st.

Dues:

Section II *Late payments.* Three months or more in arrears of either dues or meals expenses shall render a regular member not in good standing and he/she shall be removed by the Board of Directors from the Membership Roster after due notice. The mailing of three notices of the dues/meal expense owed, on the Society's regular form to the last known address of the member, shall satisfy the

requirements of due notice. Reinstatement may be made upon the payment of amount due, subject to approval by the Board.

Section III New Members' dues shall be prorated according to the number of months remaining in the calendar year. Refund of dues for members who are terminated during the year shall also be prorated, but no refund is due to a member who resigns.

ARTICLE V - MEETINGS

Section I *Regular Meetings* of the Society ordinarily will be held once each month, the time and place to be determined by the Board of Directors. Regular meetings shall be devoted primarily to program rather than to the transaction of Society business. Timely notification of meetings shall be made by an officer of the Society to the members.

Section II *Special Meetings* for business or special programs may be called by the President or the Board of Directors.

Section III "*Robert's Rules Of Order*", as nearly as practical, shall govern the procedure of all meetings.

ARTICLE VI - OFFICERS AND DUTIES

Section I The Elected Officers of the Society shall be: President, President-Elect, Vice-President, Secretary, and Treasurer. They and the Immediate Past President shall collectively be known as the Board of Directors. The Board shall be the governing body of the Society and shall work in the order named.

Section II In addition to the elected officers, the Immediate Past President shall serve as a member of the Board of Directors and shall have only such administrative duties as are specifically assigned him by the Board and the By-Laws. If the Immediate Past President is unavailable, the term, or unexpired portion thereof, shall be filled by a Past President selected by the elected officers.

Section III The Term of Office shall be two years, beginning on January 1st.

Section IV Duties:

The President shall preside at the meetings of the society and the Board. He/she shall have general charge and supervision of the

affairs and business of the Society. He/she must be a member in good standing of SHRM National for the duration of his/her term.

President-Elect, at the request of the President, or in his/her absence or disability, may perform any of the duties of the President and serves as chairperson of the Program Committee. He/she shall have such other powers and perform such other duties as the Board or the President may determine.

Vice President shall serve as chairperson of the membership committee and perform other duties as the Board or President may determine.

The Secretary shall be responsible for the preparation of a record of the motions passed at all meetings of the Board and at the business meetings of the Society. He/she shall perform other duties as the President may determine.

The Treasurer shall receive and deposit all moneys of the Society in a checking account in the name of the Society in any bank approved by the Board of Directors. He/she shall keep an itemized record of all accounts and shall make all disbursements by check. Each check exceeding \$250.00 shall be signed by both the Treasurer and President of Society. He/she shall render the Society's financial statement quarterly unless otherwise requested by the Board and shall submit his/her records for an annual audit at the discretion and direction of the Board.

Section V All elected officers shall be regular members of SHRM National. The President shall serve as a voting member on the LASHRM State Council and represent the Society at council meetings.

ARTICLE VII-ELECTIONS

Section I The Election of the ensuing year will be held at the regular meeting of the Society in the month of November.

Section II A Nomination Committee shall be appointed and announced by the President at the regular meeting preceding the election of officers. This committee will consist of two members, and the Immediate Past President who will serve as Chair. A line of succession from Secretary to Treasurer to Vice President to President Elect to President will be preferred, so that the organization can benefit from continuity and experiences, but such order will not be required. The committee will prepare a slate of nominees,

ascertain their willingness to serve if elected, and report same at the time of the annual election of officers. Such action by the Nomination Committee shall not preclude the making of nominations from the floor.

Section III Installation of Officers shall be the December meeting following the Annual Election, but the time at which this ceremony is held shall have no effect upon the time at which the officers actually assume the duties of their offices.

Section IV Tie Votes between three or more candidates for the same office will require successive balloting until one candidate receives a plurality. In the event of a tie between two candidates for the same office, the selection will be made by a flipped coin.

ARTICLES VIII-COMMITTEES

Section I *Committees* may be formed by the President as he/she deems necessary.

Section II Standing Committees and their respective duties shall be as follows.

Program and Entertainment: The President Elect shall be the chair of the Program and Entertainment Committee. This Committee shall select subject material and provide speakers for the monthly meetings. This committee shall provide and direct any and all entertainment.

Membership: The Vice President shall be the Chair of the Membership Committee with the responsibility of increasing the population of the Society and officially receiving new members.

Hospitality: The President shall appoint a member to serve as Chair of the Committee. In addition, if Nicholls State University has a Student Society, a person from that organization will be asked to serve on the committee to encourage student attendance at meetings.

Legislative Liaison: The President shall appoint a Chair of the Committee. The Chair shall report to the Society at the regular monthly meetings pending or approved legislation that affects the human resource management profession.

Member Education: The President shall appoint a Chair of this Committee. The Chair and committee members shall work to coordinate educational activities/in-service presentations which will increase the professional awareness of the Society members.

ARTICLE IX-AMENDMENTS

Any member may propose amendments to the Society's CONSTITUTION AND BY-LAWS. All proposed amendments must be presented in writing to the Board of Directors. The proposals shall then be presented to the membership, with the recommendation of the Board, within 60 days from the time they are presented to the Board. All members will be notified at least seven days prior to the meeting that amendments will be voted on. Adoption of amendments shall require a 2/3 vote of the members in good standing who are present at the meeting.



**BAYOU SOCIETY FOR HUMAN RESOURCE
MANAGEMENT CODE OF ETHICS**

As a member of the Bayou Society for Human Resource Management;
I pledge myself to:

Maintain the highest standards of professional and personal conduct.

Strive for personal growth in the field of human resource management.

Support the Society's goals and objectives for developing the human resource management profession.

Encourage my employer to make the fair and equitable treatment of all employees a primary concern.

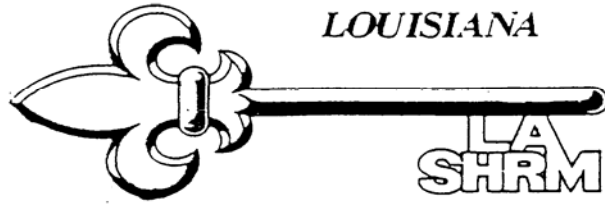
Strive to make my employer profitable both in monetary terms and through the support and encouragement of effective employment practices.

Instill in the employees and the public a sense of confidence about the conduct and intentions of my employer.

Maintain loyalty to my employer and pursue its objectives in ways that are consistent with the public interest.

- Uphold all laws and regulations relating to my employer's activities.
- Refrain from using my official positions, either regular or volunteer, to secure special privilege, gain or benefit for myself.
- Maintain the confidentiality of privileged information.
- Improve public understanding of the role of human resource management.

The Code of Ethics for members of the Bayou Society for Human Resource Management has been adopted to promote and maintain the highest standards of personal conduct and professional ethics among its members. Adherence to this code is required for membership in the Society and serves to assure public confidence in the integrity and service of human resource management professionals.



LOUISIANA SOCIETY FOR HUMAN RESOURCE MANAGEMENT

Mission Statement:

To be the recognized leader in the field of human resource management in the state of Louisiana by working with local Society for Human Resource Management (SHRM) chapters to:

- Develop and provide high quality educational programs, seminars and conferences on human resources issues
- Promote professional excellence in the field of Human Resource Management and the recognition of that excellence through professional certification
- Be the voice of the profession on human resource issues by communicating and coordinating matters of mutual interest of SHRM chapters and members to other parties such as governmental bodies, learning institutions, private industry and the general public





Code of Ethics

As a member of the Society for Human Resource Management, I pledge myself to:

- * Maintain the highest standards of professional and personal conduct.
- * Strive for personal growth in the field of human resource management.
- * Support the Society's goals and objectives for developing the human resource management profession.
- * Encourage my employer to make the fair and equitable treatment of all employees a primary concern.
- * Strive to make my employer profitable both in monetary terms and through the support and encouragement of effective employment practices.
- * Instill in the employees and the public a sense of confidence about the conduct and intentions of my employer.
- * Maintain loyalty to my employer and pursue its objectives in ways that are consistent with the public interest.
- * Uphold all laws and regulations relating to my employer's activities.
- * Refrain from using my official positions, either regular or volunteer, to secure special privilege, gain or benefit for myself.
- * Maintain the confidentiality of privileged information.
- * Improve public understanding of the role of human resource management.

This Code of Ethics for members of the Society for Human Resource Management has been adopted to promote and maintain the highest standards of personal conduct and professional standards among its members. By joining the Society, a member espouses this Code, thereby assuring public confidence in the integrity and service of human resource management professionals.