



CHAPTER BYLAWS

ARTICLE 1

NORTHWEST OHIO HUMAN RESOURCE ASSOCIATION (NOHRA)

Section 1.1: Name.

The name of the Chapter is the Northwest Ohio Human Resource Association (NOHRA) (herein referred to as the “Chapter”). Historically, the Chapter has been known as the Toledo Area Human Resource Association, Toledo Employers’ Management Association, Toledo Personnel Managers’ Association, and the Toledo Personnel Management Association. To avoid potential confusion, the Chapter will refer to itself as NOHRA and not as SHRM or the Society for Human Resource Management.

Section 1.2: Affiliation.

The Chapter is affiliated with the Society for Human Resource Management (herein referred to as “SHRM”), an affiliation which began in 1972.

Section 1.3: Relationships.

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

ARTICLE 2 PURPOSE

Section 2.1: Purposes of NOHRA.

The purposes of this Chapter, as a non-profit organization, are:

1. To provide a forum for the personal and professional development of our members;
2. To provide an opportunity to develop leadership, managerial, public speaking and group decision-making skills;
3. To provide an arena for the development of trust relationships where common problems can be discussed and deliberated;
4. To provide an opportunity to focus on current human resource management issues of importance to our members;
5. To provide a focus for legislative attention to state and national human resource management issues;
6. To provide valuable information gathering and dissemination channels;

7. To provide a pool of human resource management leaders for perpetuation of the Chapter and of SHRM;
8. To serve as an important vehicle for introducing human resource management professionals to SHRM;
9. To serve as a source of new members for SHRM; and
10. To serve as part of the two-way channel of communications between SHRM and the individual members.

Section 2.2: Chapter Support of SHRM.

The Chapter supports the purposes of SHRM, which are to promote the use of sound and ethical human resource management practices in the profession and:

1. To be a recognized world leader in human resource management;
2. To provide high-quality, dynamic and responsive programs and service to our customers with interests in human resource management;
3. To be the voice of the profession of human resource management issues;
4. To facilitate the development and guide the direction of the human resources profession; and
5. To establish, monitor and update standards for the profession.

**ARTICLE 3
FISCAL YEAR**

The fiscal year of the Chapter shall be the calendar year – January 1 through December 31.

**ARTICLE 4
MEMBERSHIP**

Section 4.1: Qualifications for Membership.

The qualifications for membership in the Chapter shall be as stated in Sections 4.3, 4.4, 4.5 and 4.6 of this Article. To achieve the mission of the Chapter there shall be no discrimination in individual memberships because of race, religion, gender, age, national origin, disability, veteran's status, or any other legally protected class.

Section 4.2: Non-transferability of Membership.

Membership in the Chapter is neither transferable nor assignable.

Section 4.3: Individual Membership.

Membership in the Chapter is held in the individual's name, not an organization with which the member is affiliated.

Section 4.4: Professional Members.

Professional membership shall be limited to those individuals who are engaged as one or more of the following:

- a. An active professional of human resources who devotes at least 50% of his/her time to the field;
- b. Individuals who hold a certification recognized by Society for Human Resource Management;
- c. Faculty members holding an assistant, associate, or full professor rank in human resource management or any of its specialized functions at an accredited college or university;
- d. Full time consultants, attorneys, or employment representatives practicing in the field of human resource management and are current members in good standing with the Society of Human Resource Management; or
- e. Retired individuals who would qualify for professional membership but are no longer actively employed full time.

Professional members may vote and hold office in the chapter.

Section 4.5: Student Members.

Individuals who are:

- a. enrolled either as full time or part time students, at freshman standing or higher;
- b. enrolled in the equivalent of at least six (6) credit hours;
- c. enrolled in a four-year or graduate institution and/or a consortium of these or a two-year community college with a matriculation agreement between it and a four year college or university which provides for automatic acceptance of the community college students into the four year college or university;
- d. able to provide verification of a demonstrated emphasis in human resource management subjects;
- e. able to provide verification of the college or university's human resources or related degree program, and
- f. not eligible for professional membership.

Student members may not vote or hold office in the Chapter.

Section 4.6: Active Past Presidents.

Individuals who have:

- a. served a full term as the President of NOHRA and;
- b. still currently practicing in the field of Human Resources maintain full membership rights. This includes the right to vote and hold office in the Chapter.

Section 4.7: Application for Membership.

Application for membership shall be on the Chapter application form. All applications shall be reviewed by the Vice President of Member Services, or his/her designee, to ensure all

requirements are met. The Executive Committee will review questionable applications and make final determination for membership within 30 days of receipt. Should a candidate's membership be denied, all dues will be returned. New members shall be afforded full membership rights from the date of application approval by the Vice President of Member Services or his/her designee.

Section 4.8: Voting.

Each Professional member and Active Past President of the Chapter shall have the right to cast one vote on each matter brought before a vote of the members. Student Members are not eligible to vote. Votes shall be tallied by an Ad Hoc Committee appointed by the Board of Directors.

Section 4.9: Dues.

Annual membership dues shall be established for the next year by the Executive Committee prior to the announcement of renewal notices. Retired professional members shall be charged half of the established dues. Past Presidents shall have their annual dues waived.

**ARTICLE 5
MEMBER SERVICE AREAS**

Section 5.1: Member Service Areas.

In order to serve the geographic needs of the chapter, the chapter may establish local member service areas for the development and delivery of chapter services.

Section 5.2: Member Service Area Organization.

These areas shall operate under the operational guidelines set forth by the Chapter Board of Directors and within the guidelines set by SHRM for such subgroups.

Section 5.3: Member Service Area Oversight.

The Board of Directors of the Chapter shall be responsible for the compliance of the subgroups to Chapter charter requirements such as logo use, use of name, etc.

Section 5.4: Member Service Area Activity.

Member Service Areas are established to provide the Chapter with local networking, educational programs, membership recruitment activities and other initiatives as determined by the Board.

Section 5.5: Member Service Area Governance.

A Member Service Area Chair shall be included on the Board of Directors and shall be appointed by the NOHRA Executive Committee.

ARTICLE 6 MEMBER MEETINGS

Section 6.1: Meetings.

Regular meetings and special events of the members shall be held on a schedule to be determined by the incoming President and/or his/her designees. Notice of such meetings and events shall be provided as far in advance as practicable.

Section 6.2: Quorum.

Members holding one-tenth of the votes entitled to be cast represented in person, by conference call, or via email or web link shall constitute a quorum. The vote of a majority of the members present at any meeting at which there is a quorum, either in person or by conference call, shall be necessary for the adoption of any matter voted on by the members, except to the extent that applicable state law may require a greater number.

ARTICLE 7 BOARD OF DIRECTORS

Section 7.1: Power and Duties.

The Board of Directors (also referred to as the "Board") shall manage and control the property, business and affairs of the Chapter and in general exercise all powers of the Chapter.

Section 7.2: Officers.

The following shall be members of the Board of Directors and shall constitute the Executive Committee of the Board and be Officers of the Chapter:

- a. President
- b. President-Elect
- c. Vice President-Member Services
- d. Vice President-Community Relations

- e. Vice President-Education
- f. Treasurer
- g. Secretary

Section 7.3: Composition of the Board of Directors.

Along with the Officers listed in Section 7.2 of this Article, the Board of Directors shall also include Core Leadership Area Chairs, and the Past President. These shall constitute the governing body of this Chapter. Additional Core Leadership Area Chairs shall be nominated by the President and approved by the Executive Committee from among the eligible membership, should new Core Leadership Areas be established by SHRM or needed by the chapter.

Section 7.4: Qualifications.

All candidates for the Board of Directors must be Professional Members or Active Past Presidents of the chapter in good standing at the time of nomination or appointment and for their complete term of office. All candidates for an Officer position will be required to have served at least one year on the Board of Directors. Exceptions to this requirement must be approved by the Executive Committee prior to presenting the ballot to membership. Per SHRM Bylaws, the President must be a current member in good standing of SHRM throughout the duration of his/her term of office. The chapter also requires that each Board Member be a current member in good standing of SHRM throughout the duration of his/her term of office. Additionally, the NOHRA Certification chair must be a current SHRM and NOHRA member in good standing.

Section 7.5: Background Checks.

In order to safeguard the assets of the organization, all candidates running for election to an Officer position will authorize the chapter to conduct a background check. The background check will include credit, felony and misdemeanor searches. An independent, third party will be used to conduct the background check, to review the results and to provide a recommendation to the President based upon the results. Individual results will not be shared with any member of the Executive Committee. Candidates may request a copy from the provider.

Section 7.6: Election -Term of Office.

Officers shall be elected by the voting members from the proposed slate of the nominating committee and voting may be conducted via an electronic method.

For succession planning purposes, candidates for the President position shall be the prior year's President-Elect respectively. The President shall run unopposed unless Section 7.10 is invoked. Candidates for President-Elect, Treasurer, Secretary and Vice President positions will be elected annually, and shall assume office on January 1 following his/her

election or appointment and shall hold office for one year or until his/her successor is elected/appointed and takes office. Officers may not be elected to serve more than three (3) consecutive terms in the same position unless approved by the President with the consent of the Board of Directors.

Section 7.7: Vacancies.

Any vacancy in the Board may be filled for the unexpired term by appointment of the President with the consent of the Board of Directors.

Section 7.8: Quorum - Board of Directors.

A simple majority of the total Board of Directors or the Executive Committee shall constitute a quorum for the transaction of business. The act of a majority of the Board of Directors present at any meeting at which there is a quorum, either in person, by conference call or via web link, shall be the act of the Governing Body, except to the extent that applicable state law may require a greater number. In addition, the Board may act by unanimous written consent of all voting members.

Section 7.9: Board of Directors' Responsibilities.

The Board of Directors shall transact all business of the Chapter except as prescribed otherwise in these Bylaws or other governing instruments of the chapter. Any Professional member or Active Past President in good standing may request the President to place on the agenda of the next regular Board of Directors meeting any action for consideration by the Board of Directors.

Section 7.10: Removal of Director and Officer.

Any Officer or Director may be removed from office, with cause, upon an affirmative vote of two-thirds of the entire Board of Directors at a duly constituted Board of Directors' meeting. The Officer or Director shall be entitled to a due process hearing prior to any termination action being imposed.

**ARTICLE 8
DUTIES AND RESPONSIBILITIES**

Section 8.1: Job Descriptions.

The responsibilities of each member of the Board of Directors shall be as outlined in the position descriptions maintained by the President-Elect and distributed to the Chapter Board. The position descriptions are subject to change as deemed necessary by the President and/or the Chapter Board.

Section 8.2: The President.

The President shall preside at the meetings of the members and of the Board, He/she shall direct the Chapter and have charge and supervision of the affairs and business of the Chapter, subject to the ultimate management authority of the Board of Directors, He/she shall serve as liaison and be a current member in good standing of SHRM and NOHRA during his/her entire term of office. The President must hold a certification recognized by SHRM and maintain certification throughout their term as President..

Section 8.3: The President-Elect.

The President-Elect, at the request of the President or in his/her absence or disability, may perform any of the duties of the President. He/she shall have such other powers and perform such other liaison duties as the Board or the President may determine. He/she shall have the authority to appoint sub-committees to plan and implement the activities associated with the program year. The President-Elect is encouraged to attend the annual SHRM Volunteer Leaders' Business Meeting. The chapter requires the president-elect to be a current member in good standing of SHRM during his/her entire term of office. The President-Elect must hold a certification recognized by SHRM and maintain certification in order to ascend to the President.

Section 8.4: The Vice Presidents.

The Vice Presidents shall lead and have oversight over various Core Leadership Areas as established by the President to serve the membership. He/she shall have such other powers and perform such other duties as the President may determine. The chapter requires all Vice Presidents to be current members in good standing of SHRM during his/her entire term of office. Certification is strongly preferred for the Vice President, Member Service and Vice President, Community Relations, but required for the Vice President, Education.

Section 8.5: The Treasurer.

The Treasurer shall be responsible for the financial affairs of the Chapter, including all required filings. These responsibilities shall include financial reports to the Board and coordinating any year-end tax related preparation with an independent tax preparer. He/she shall be responsible for membership billing. He/she shall also perform such other duties as the President may determine. The chapter requires the Treasurer to be a current member in good standing of SHRM during his/her entire term of office. Certification is strongly preferred but not required.

Section 8.6: The Secretary.

The Secretary shall be responsible for recording the minutes of all meetings of the Chapter, shall be responsible for making all members aware of such meetings, and shall be responsible for coordinating the activities related to the Chapter's marketing and communications plans, including the chapter newsletter/e- blast. The Chapter requires the Secretary to be a current member in good standing of SHRM during his/her entire term of office. Certification is strongly preferred but not required.

Section 8.7: Core Leadership Area (CLA) Chairs.

Core Leadership Area Chairs shall have such powers and perform such liaison duties as the Vice Presidents or the President may determine. This responsibility includes awareness sessions and initiatives in the particular CLA as determined by the President and Vice Presidents. He/she shall have the authority to appoint sub-committees to plan and implement the activities associated with the CLA for the year. The chapter requires each CLA Chair to be a current member in good standing of SHRM during his/her entire term of office. Certification is strongly preferred but not required.

Section 8.8: Past President.

The Past President serves as an advisor to the President, and fulfills such duties as requested by the President and/or Board of Directors. The chapter requires the Past President to be a current member in good standing of SHRM during his/her entire term of office.

**ARTICLE 9
COMMITTEES**

Section 9.1: Committees.

The establishment of both standing and ad-hoc committees shall be the right of the Board of Directors. Core Leadership Area Chairs are encouraged to appoint committees to plan and implement associated activities.

Section 9.2: Committee Organization.

Committees in addition to the Nominating Committee are established by resolution of the Board of Directors.

Section 9.3: Committee Chairpersons.

Appointment of Chairpersons to committees other than Core Leadership Area Committees is the responsibility of the President, President-Elect or Vice Presidents with oversight for the various committees. The Chairperson, with the assistance of the President and/or other Board members will seek interested members to participate in committee activities. Special

Committees or task forces may be organized by the President to meet particular Chapter needs.

Section 9.4: Committee Activity.

Committees are established to provide the Chapter with special ongoing services.

**ARTICLE 10
VOTING**

Mail or electronic ballots can be used for the election of Officers provided the Chapter has had at least one in- person meeting that year. The voting process will be conducted and monitored in such a way to insure the integrity of the results.

**ARTICLE 11
STATEMENT OF ETHICS**

Section 11.1: Code of Ethics.

The Chapter adopts SHRM's Code of Ethical and Professional Standards in Human Resource Management for members of the Association in order to promote and maintain the highest standards among our members.

Each member shall honor, respect and support the purposes of this Chapter and of SHRM. The Chapter's Code of Ethics shall be placed on the Chapter's website and reviewed annually by the Board of Directors.

Section 11.2: No Solicitation.

The Chapter shall not be represented as advocating or endorsing any issue unless approved by the Board of Directors. No member shall actively solicit business from any other member at Chapter meetings or via phone, mail or email without the approval from the Board of Directors. Failure to uphold the solicitation guideline may result in loss of membership, other than sponsors. Requests for distribution of information will be handled by the President or his/her designee.

**ARTICLE 12
PARLIAMENTARY PROCEDURE**

Meetings of the Chapter shall be governed by the rules contained in Robert's Rules of Order in all cases to which they are applicable and in which they are consistent with the Law and the Bylaws of the Chapter.

**ARTICLE 13
AMENDMENT OF BYLAWS**

The bylaws may be amended by a majority vote of the members present at any meeting at which a quorum exists and in which required notice has been met, provided that 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 the SHRM and not in conflict with SHRM bylaws. Any motion to amend the bylaws shall clearly state that it is not effective unless and until approved by the SHRM President/CEO or his/her designee.

**ARTICLE 14
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 with purposes consistent with those of the Chapter).

**ARTICLE 15
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.

**ARTICLE 16
TERMS USED**

As used in these Bylaws, feminine or neuter pronouns shall be substituted for those of the masculine form, and the plurals shall be substituted for the singular number in any place where the context may require such substitution or substitutions. These revised bylaws are not effective until approved and signed by SHRM CEO or designee.

Ratified by the Membership of Chapter and signed by:



Chapter President

4/1/2021
Date

Approved by:



SHRM President/CEO or Designee

02/26/21
Date