**Master of Human Resource Management Council**

**Constitution**

**ARTICLE 1**

**NAME AND AFFILIATION**

*Section 1.1: Name.* The name of the organization is Masters of Human Resource Management Council (Herein referred to as MHRMC)

*Section 1.2: Affiliation.* MHRMC shall hold itself out as a student organization affiliated with the Ohio State University’s Fisher College of Business.

**ARTICLE 2**

**PURPOSE**

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

* to provide events and opportunities that contribute to the professional development of our members;
* to encourage socialization among members in order to foster a community to create both person and professional connections between members and HR professionals in the field;
* to provide opportunities for our members to enjoy fun and engaging events both related and unrelated to HR topics to supplement our core program
* to assist in making the graduate school experience both enjoyable and rewarding for our members in any other way possible

**ARTICLE 3**

**FISCAL YEAR**

The fiscal year of the MHRMC shall be the academic year.

**ARTICLE 4**

**MEMBERSHIP**

*Section 4.1: Qualifications for Individual Membership.* Membership shall be open to those individuals who are actively enrolled graduate-level students pursuing a degree from the Fisher College of Business, specifically those that are enrolled in the Masters of Human Resource Management graduate degree. To achieve the mission of the MHRMC there shall be no discrimination in individual memberships on the basis of age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, protected veteran status, or any other basis in accordance with the Ohio State University Registration Guidelines for Student Organizations.

*Section 4.3: Dues.* There shall be no dues for membership to the MHRMC. Members may attend MHRMC meetings, vote in elections, join committees, and/or hold office in the chapter.

*Section 4.5: Termination of Membership.* As the organization is an affiliate of the Master of Human Resource Management (MHRM) program at the Fisher College of Business, there shall be no termination of membership unless a student withdraws from the MHRM program. In the event of such withdrawal, the student will no longer be eligible to participate in events, meetings, elections, or any other such benefits organized by the MHRMC for MHRM students.

**ARTICLE 5**

**MEMBER MEETINGS**

*Section 5.1: Regular Meetings.* Regular meetings of the members shall be held at the determination of the Executive Board. Members shall be sent invitations to attend via email and may be asked to sign up for meetings on the HUB.

*Section 5.2: Special Meetings.* Special meetings of members shall be held on call of the President, the Executive Board, or the Faculty Sponsor. Members shall be requested to sign up for meetings on the HUB.

*Section 5.3: Notice of Meetings.* Notice of special and regular meetings shall be given to all members at least ten days prior to the meetings. Meetings will be scheduled by the council, and notice shall also be emailed to members. The Council will advertise a meeting for all members to attend at least once per semester. Members are permitted to attend any regular or special meeting. As deemed appropriate, members may instead be requested to register online for meetings advertised with electronic invitations. Historically, electronic invitations have been used to invite members to attend summits and conferences.

**ARTICLE 6**

**LEADERSHIP**

*Section 6.1: Power and Duties.* The Executive Board (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 6.2: Executives.* The following shall be members of the Board and shall be officers of the MHRMC: President, Vice President, Treasurer, Social Chair, and two Case Competition Co-Chairs.

*Section 6.3: Qualifications.* All candidates for the Executive Board must be members of the MHRMC in good standing at the time of nomination and election and for their complete term of office. Executive Board members must have a GPA of 3.0 or higher.

*Section 6.4: Elections.* Executive Board members shall be elected by members prior to the end of the academic year in the month of February by a majority vote. Elections shall be governed by current officers and announcements shall be made at the time of the meeting. Officers will be elected in the following order: President, Vice President, Treasurer, Social Chair, and two Case Competition Co-Chairs. A member must be nominated and seconded in order to run for a position. If a member running for position is not elected, he or she shall have the opportunity to run for the remaining positions.

*Section 6.5: Term of Office.* Executive Board positions and responsibilities will be transferred gradually to executives-elect, beginning immediately after election results have been posted. Each elected Officer shall officially assume office at the first of April following his/her election and shall hold office for one year or until his/her successor is elected and officially takes office. Officers may not be elected to serve more than one (1) term in the same position.

*Section 6.6: Vacancies.* Any vacancy in the Board may be filled for the unexpired term by a vacancy by general-body election, a simple majority of members may elect an individual to fill the vacant position.

*Section 6.7: Quorum.* A simple majority of the total Executive Board shall constitute a quorum for the transaction of business. The act of a majority of the Board present at any meeting at which there is a quorum, either in person or by conference call, shall be the act of the Governing Body.

*Section 6.8: Board Responsibilities.* The Executive Board shall transact all business of the MHRMC except as prescribed otherwise in these Bylaws or other governing instruments of the MHRM. A member in good standing may request the President to place on the agenda of the next regular Board meeting any action for consideration.

*Section 6.9: Probation of Officers.* Any Officer or Board member will be placed on probation should his or her GPA fall below a 3.0 for one semester. The Officer shall be removed from the Board if his or her GPA does not improve within 3 months of being placed on probation (see Section 6.10).

*Section 6.10: Removal of Director and Officer.* Any Officer or Board member may be removed from office, with cause, upon an affirmative vote of two-thirds of the entire Board at a duly constituted Board meeting.

**ARTICLE 7**

**DUTIES AND RESPONSIBILITIES**

The responsibilities of each member of the Executive Board shall be as outlined in the position descriptions. The position descriptions are subject to change as deemed necessary by the President and/or the Board.

***Section 7.1: The President.***

* Recruit and welcome new students at events at the beginning of the year such as orientation, boot camp, etc.
* Advocate on behalf of the interests of current and future MHRM students on important issues related to the program curriculum, policy changes, or other related topics
* Lead MHRM General Body Meetings and Executive Board meetings
* Provide direction for committees throughout the year
  + Meet with committee chair persons at least once per semester to discuss their plans for upcoming events and activities
* Maintain relationships with Student Services Representative at HRACO, Career Services, Graduate Programs Office, faculty, and Program Advisor in conjunction with the VP
* Act as point person on college-wide activities that involve the MHRMC
* Serve on the FGSAB or appoint another member of MHRMC to do so
* Manage communications of events and activities (emails, letters, web postings, etc.) with the help of the Social Chair and other executive board members to the Fisher Community
* Improve relationship building with other student organizations
  + Organize co-sponsored events
  + Invite other organizations to participate in select MHRMC sponsored events
* Schedule general meetings at least twice per semester
* Identify and execute any new activities that add value to the organization
* Oversee all other activities related to the functioning and growth of the organization
* Keep up-to-date records of member information and membership status

***Section 7.2: The Vice President***

* Assist the President in any capacity needed
* Fill in for the President as needed
* Initiate and maintain relationships with professional organizations in human resources
* Facilitate the planning and execution of professional development events, workshops, and other opportunities for MHRM students
* Responsible for the design and ordering of MHRM T-shirts
* Maintain relationships with Student Services Representative at HRACO, Career Services, Graduate Programs Office, faculty, and Program Advisor in conjunction with the President

***Section 7.3: The Treasurer***

* Keep up-to-date records of checking account and log all expenses
* Keep up-to-date records of funding grants from the GPO, FGSA, and OSU SOURCE
* Coordinate financing of activities and events
  + Train committee chairpersons on how to complete external funding request forms
  + Email a reminder to all chairpersons and executive board members two weeks prior to funding deadlines
  + Review external funding request forms, make changes as needed, and submit forms for GPO, SOURCE, and/or FGSA approval
  + Review and approve internal funding requests from all committees
* Create annual and quarterly activity budgets
* Assist other Executive Board members as needed
* Partner with local companies and fellow students to organize and advertise fundraising initiatives

***Section 7.4: Social Chair***

* Provide a minimum of two opportunities per semester for members to interact outside of Fisher through social events. Social events should be diverse and varied to encourage participation by all members.
* Recruit and manage members to serve on social committees when needed
* Organize football MHRM group seats for both Big 10 and Full-Season
* Organize intramural sports opportunities, at least one sport per semester
* Liaison between 1st & 2nd year members through a common communication platform to encourage participation in events and facilitate interaction
* Assist other Executive Board members as needed

***Section 7.5: Case Competition Co-Chair (2)***

* Coordinate all planning and logistics for the MHRM Internal and External Case Competition
  + Work directly with Professor Marc Ankerman (MHR) and Jennifer Hill/Fisher 700 staff
  + Work directly with company sponsor
* Provide opportunities for members to develop and enhance skills for both personal development and career advancement.
* Document and track processes to knowledge share with future councils
* Assist the Council with other duties and goals.

*Note:* Each elected New MHRM Council can tailor the roles and positions to their needs, including the addition, removal, or modification of the roles listed above. Previous councils have had an Education Chair, Professional Development Chair, Community Service Chair, and a Media and Communications Chair in addition to, or in conjunction with, the roles listed above.

**ARTICLE 8**

**COMMITTEES**

*Section 8.1: Committees.* The establishment of both standing and ad-hoc committees shall be the right of the Executive Board. Special Committees or task forces may be organized by the Executive Board to meet particular MHRM needs.

*Section 8.2: Committee Participation*. The Committee Chairperson shall seek out individuals interested in participating in the planning of committee events, such as Community Service, Professional Development, and Social Activities. Committees shall plan events related community service, professional development, or social events. Committee membership shall be solicited at the first MHRM general body meeting and all interested individuals will be eligible to join and participate on one (1) committee. Committee Chairpersons may determine at their own discretion how committee members will plan events and divide committee responsibilities.

**ARTICLE 9**

**ELECTRONIC VOTING**

Mail or electronic ballots can be used for the election of Executive Board members provided the Chapter has had at least one in-person meeting that year. Electronic ballots can be sent via email to all members in good standing, provided that electronic voting is made available for seven (7) days.

**ARTICLE 10**

**STATEMENT OF ETHICS**

*Section 10.1* The MHRM shall honor the ethics code set forth by The Fisher College of Business.

*Section 10.2* The MHRMC shall not be represented by any member as advocating or endorsing any issue unless approved by the Executive Board.

**ARTICLE 11**

**PARLIAMENTARY PROCEDURE**

Meetings of the MHRMC shall be governed by respect and collaboration. One person will speak at a time, and each member will respect the communication preferences of the others. Communication will be respectful and all meetings and projects will encourage the input and collaboration of the team.

**ARTICLE 12**

**ROLE OF ADVISOR**

The advisor may be expected to do any of the following:

* Attend select general body meetings.
* Call extra meetings of the executive officers when s/he believes it is necessary.
* Meet individually with the organization president on a regular basis.
* Review University policies with the executive officers and the entire general membership as needed.
* Inform the group of infractions of their constitution, bylaws, or standing rules.
* Initiate ideas for discussion when s/he believes they will help the group.
* Take an active role in the transition of responsibilities between old and new officers whenever that transition is scheduled to take place.
* Keep the organization’s official documents in her/his office.
* Recommend programs, speakers, seminars, etc.
* Represent the group in any conflicts with members of the University staff or faculty.

**ARTICLE 13**

**AMENDMENT OF BYLAWS**

The Bylaws may be amended by a 2/3 majority vote of the members present at any meeting and in which required notice has been met, provided that no such amendment shall be effective unless and until approved by the President as being in furtherance of the purposes of MHRMC and not in conflict with MHRMC bylaws. Any motion to amend the bylaws shall clearly state that it is not effective unless and until approved by the MHRMC President.

**ARTICLE 14**

**CHAPTER DISSOLUTION**

The organization may be dissolved at any time due to lack of interest or insufficient membership. Outstanding assets will be distributed evenly among existing members. Likewise, outstanding obligations will be assumed equally by all current members.