

**BY-LAWS OF THE  
PROFESSIONALS IN HUMAN RESOURCES ASSOCIATION  
CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA**

*Founding Date: September 24, 1994*

**Article I Preamble**

*We, the **Professionals In Human Resources Association (PIHRA) of California State University, Pomona**, in order to: offer various networking opportunities with business professionals; educate its members in the different aspects of Human Resources; and provide a place for students to socialize with other students of similar interests; do hereby establish and adopt these by-laws.*

**Section I Purpose: General**

*The **Professionals In Human Resources Association Cal Poly Pomona Student Chapter (herein PIHRA)** exists for the betterment of the California State Polytechnic University, Pomona.*

**Section 2 Purpose: Specific**

*The objectives of this chapter are:*

- 1. To provide knowledge and insight into the field of Human Resource Management*
- 2. To provide networking opportunities with established business professionals among the local community*
- 3. To provide a pool of human resource management leaders.*
- 4. To provide students services offered by our affiliated organizations.*
- 5. To serve as a liaison between the chapter's individual members and its affiliated organizations*

**Section 3 Nondiscrimination**

*The **Professionals In Human Resources Association Cal Poly Pomona Student Chapter (herein PIHRA)** shall not be discriminatory in terms of race, ethnicity, religion, color, age, sexual orientation, national origin, citizenship, gender, physical or mental ability, marital status, financial or social status.*

**Section 4 Off-Campus Issues**

*This organization and/or its members, when taking stands on issues, recognizes and will fulfill the obligation to make clear that it/they in no way represent(s) the official position of California State Polytechnic University, Pomona.*

**Section 5 Campus Policies**

*This organization and/or its members, when conducting organizational business, on or off campus, recognizes and will uphold the University's Alcohol & Other Drugs Policy.*

**Article II      Name**

*The official name of the organization shall be the **Professionals In Human Resources Association (herein CPP PIHRA)**, California State Polytechnic University, Pomona.*

**Article III      Trust Account**

**Section 1      Maintenance**

*This organization, pursuant to its charter obligation, shall maintain a trust account with the ASI Financial Services Office. Pursuant to the California State University Board of Trustees, the Executive Orders 648 and 731 states that all funds received on behalf of the University, its auxiliaries or affiliated organizations are required to be administered through the campus' Chief Financial Officer, the Vice President of Administrative Affairs. Student clubs and organizations are identified as affiliated organizations. The policy further states that any account with a bank or financial institution not approved by the campus' Chief Financial Officer is strictly prohibited.*

**Section 2      Usage**

*All monies of this organization shall be deposited in, and disbursed from, this account following procedures outlined by the ASI Financial Services Office.*

**Section 3      Dispersal of Funds**

*Should this organization become inactive by failing to apply for charter renewal, the trust account will be held as an inactive account for two (2) academic years. In the event this organization does not become active during the two (2) year period it is hereby declared that any funds remaining in said account are to be transmitted to the Professionals In Human Resources Association Foundation (herein PIHRA Foundation) located at the following address:*

Professional In Human Resources Association  
1515 W. 190<sup>th</sup> Street, STE 530  
Gardena, CA 90248

*The PIHRA Foundation shares the same address as Professionals In Human Resources Association. The PIHRA Foundation is an educational, charitable organization, separate from PIHRA, who will aid this organization in carrying out its objectives. If said organization is no longer functioning at that time, or if its objectives are no longer consistent with its original educational, charitable purposes, then the funds of this organization shall be transferred to the Associated Students, Inc., California State Polytechnic University, Pomona, general fund.*

## **Article IV    Membership**

### **Section 1    Categories of Membership**

*The membership of the Association shall consist of:*

1. *Active Member: A part-time and/or full-time student enrolled at Cal Poly Pomona with freshman, sophomore, junior, senior, or graduate status and student membership for CPP PIHRA, PIHRA, and/or SHRM.*

### **Section 2    Eligibility Requirements**

*Active members must be members of the Associated Students, Inc. at California State Polytechnic University, Pomona. No more than 20% of our memberships will be non-CSU students. Other requirements include the following:*

1. *Any part-time and/or full-time student enrolled at Cal Poly Pomona with freshman, sophomore, junior, senior, or graduate status.*
2. *A student seeking to obtain a major or minor geared towards Management and Human Resources field.*
3. *Obtain at least a CPP PIHRA membership.*
4. *Any individual with a full time employment in Human Resources position is automatically disqualified for a Student Membership in both PIHRA and SHRM.*

### **Section 3    Suspension**

*A member may be suspended or removed from CPP PIHRA if found for disorderly conduct, gross misdemeanor, or other unacceptable behavior following a hearing by the Advisors and Executive Board members of CPP PIHRA. If suspended, the member will no longer be allowed to participate in any CPP PIHRA activities, membership will be terminated, and they will be unable to apply for membership for the remainder of their college experience.*

## **Article V    Officers**

### **Section 1    Categories of Officers**

*The Executive Board shall consist of:*

1. *President/UBSS Representative*
2. *Co-Presidents*
3. *Vice President*
4. *Treasurer*
5. *Executive Administrator*
6. *Membership Coordinator*
7. *Outreach Coordinator*
8. *Programming Coordinator*
9. *Public Relations Coordinator*
10. *Alumni Coordinator*
11. *Career Development Coordinator*

## 12. SHRM Case Competition Coordinator

### Section 2 Duties

*Here lists the duties and responsibilities of each Executive Board member:*

1. President/UBSS Representative
  - a. Establish, maintain, and retain the relationships of the chapter
  - b. Serve as a liaison between the chapter and its affiliated organizations
  - c. Lead, delegate tasks, and provide necessary resources to the Executive Board
  - d. Coordinate meetings between the Executive Board, Advisor(s), and committees
  - e. Plan the activities of the academic year with the Vice President, Outreach Coordinator, and Programming Coordinator
  - f. Work with the Vice President to ensure that the chapter fulfills all requirements for Chapter Awards
  - g. Monitor and update the chapter's myBAR page
  - h. Implement a recruitment plan to select the upcoming Executive Board
  - i. Attend weekly United Business Student Senate (UBSS) meetings
2. Co-Presidents
  - a. In the decision made by and under the unanimous vote of the Executive Board, the position of President may be delegated to two officers who will both be named "Co-Presidents".
    - i. Establish, maintain, and retain the relationships of the chapter
    - ii. Serve as a liaison between the chapter and its affiliated organizations
    - iii. Lead, delegate tasks, and provide necessary resources to the Executive Board
    - iv. Coordinate meetings between the Executive Board, Advisor(s), and committees
    - v. Plan the activities of the academic year with the Vice President, Outreach Coordinator, and Programming Coordinator
    - vi. Work with the Vice President to ensure that the chapter fulfills all requirements for Chapter Awards
    - vii. Monitor and update the chapter's myBAR page
    - viii. Implement a recruitment plan to select the upcoming Executive Board
    - ix. Attend weekly United Business Student Senate (UBSS) meetings
3. Vice President
  - a. Hold the Executive Board accountable on duties/tasks
  - b. Act as President upon absence of the President

- c. Assist in coordinating and leading CPP PIHRA general meetings
  - d. Work with the Programming Coordinator and Outreach Coordinator to plan and coordinate fundraisers, philanthropies, and social events for the chapter
  - e. Work with the President to ensure the chapter fulfills all requirements for Chapter Awards
  - f. Work with the Public Relations Coordinator with the management and updates of the chapter website and social media channels such as Facebook, LinkedIn, Twitter, SnapChat, ~~and~~ Instagram, and myBAR
4. Treasurer
- a. Create budget requests for the academic year and, if necessary, create a mid-year budget request
  - b. Record all financial transactions of the chapter
  - c. Review the chapter's financial accounts with the Advisors, President, and Vice President on an established basis
  - d. Complete reimbursement forms and membership fee receipts
  - e. Ensure the membership fees, debts, and reimbursements are paid
  - f. Assist in tracking and restocking inventory
5. Executive Administrator
- a. Compile the minutes and agenda for the Executive Board meetings
  - b. Coordinate the communication between the Executive Board and chapter members
  - c. Manage the chapter e-mail and organize all contact information
  - d. Relay information to chapter members regarding scholarships, internship opportunities, membership dues, etc.
  - e. Create a weekly newsletter for chapter members
6. Membership Coordinator
- a. Oversee the recruitment process with promotion of the chapter through various ways (ex: tabling, flyers, classroom presentations, etc.)
  - b. Record member attendance at all CPP PIHRA general meetings and events
  - c. Assist the President in monitoring and updating the chapter's myBAR page
  - d. Update the membership roster to reflect current and new members each semester
  - e. Assist in developing a recruiting members
  - f. Collect membership applications and membership dues
  - g. Implement and track member award system
  - h. Coordinate the Membership Stole Process
7. Outreach Coordinator
- a. Responsible for securing and coordinating guest speakers for general meetings

- b. Work with the Vice President and Programming Coordinator to plan and coordinate fundraisers, philanthropies, and social events with other student organizations
  - c. Be the head of the Business Outreach Committee for Evening with Industry
  - d. Build relationships with other PIHRA Student Chapters
- 8. Programming Coordinator
  - a. Work with the Vice President and Outreach Coordinator to plan and coordinate fundraisers, philanthropies, and socials
  - b. Work with Public Relations Coordinator to develop flyers and help promote different chapter activities
  - c. Attend the scheduler's workshop at Cal Poly Pomona
  - d. Reserve the necessary room(s)/ event space(s) for general meetings and other chapter activities
  - e. Secure a food handler's license
  - f. Ensure that the chapter is in compliance with Cal Poly Pomona's various food regulations and coordinate food served at chapter events
  - g. Seek collaborations with other student organizations and business professionals
- 9. Public Relations Coordinator
  - a. Manage and update the chapter's website and various social media channels such as Facebook, LinkedIn, Twitter, SnapChat, and Instagram, and myBAR
  - b. Serve as a photographer at various chapter events
  - c. Create promotional items needed for all chapter events
- 10. Alumni Coordinator
  - a. Create and maintain the spreadsheet that includes all Alumni information from CPP PIHRA past members.
  - b. Create a google phone number if necessary.
  - c. Coordinate Alumni Day.
  - d. Work and maintain CPP PIHRA's relationship with the CBA Alumni Chapter.
  - e. Create and manage a semester newsletter informing alumni of CPP PIHRA events.
  - f. Start development of an Alumni sponsored scholarship that one member will receive each year.
- 11. Career Development Coordinator
  - a. Work together with the Career Center and University to provide awareness of all resources available to members.
  - b. Prepare members for the job process through mock interviews and resumaniacs.
  - c. Develop and oversee an annual event utilizing Human Resources expertise to prepare members for the job search process.

- d. Work closely with the Executive Board to announce any internship and job opportunities for members.
  - e. Facilitate workshops that show members how to utilize resources like Handshake and LinkedIn.
12. SHRM Case Competition Coordinator
- a. In the decision made by the discretion of the Chapter Advisor and vote of the Executive Board, the position of SHRM Case Competition Coordinator will be brought in for the management of the annual SHRM Case Competition.
    - i. Educate members about the SHRM Case Competition
    - ii. Recruit participants to form a team for the SHRM Case Competition
    - iii. Participate in weekly case studies with the SHRM team
    - iv. Provide tools and resources to enhance SHRM team's HR knowledge, presentation, researching, and editing skills
    - v. Present case study alongside the SHRM Case Competition team to the SHRM Case Competition Advisor every week
    - vi. Plan and coordinate events to raise funds for the SHRM Case Competition team, with the President, Vice-President, Treasurer, and Advisor
    - vii. Coordinate all registration and travel needs for the SHRM Case Competition

**Section 3 Eligibility**

*At the time of assuming office and during tenure in office, an elected officer must meet all of the eligibility requirements as stated by the University: Officers must meet a minimum 2.0 term and cumulative GPA; be enrolled in at least 6 semester units (undergraduate students) / 3 semester units (graduate students) during office; and be in good judicial standing with the University.*

*The following positions require additional requirements:*

- 1. President
  - a. Must be available on Wednesdays at 6:00 PM for PIHRA Inland Valley BOD meetings
  - b. Must Attend the President's Workshop
  - c. Be available to attend the weekly United Business Student Senate (UBSS) meetings.
  - d. Reserves the right to appoint an appropriate replacement if unable to attend the UBSS meetings.
- 2. Treasurer
  - a. Must attend the Treasurer's Workshop
- 3. Programming Coordinator
  - a. Must attend the Schedulers Workshop

**Section 4 Removal From Office**

*An officer may be removed from office if that person neglects the duties of their position or violates the organization's bylaws. In order to remove an officer from their position, an officer must recommend the removal from office at an Executive Board meeting or a special meeting, following the club meeting bylaws, Article VII. A minimum of one week must pass before the vote can be cast to remove the officer. The officer in question will be notified in writing of the removal from office recommendation, and will be invited to defend their position. A vote will be taken at this meeting; all officers are allowed one move. Majority vote decisions are final and non-reversible. Once an officer is removed from office, the procedure for filling a vacancy, Article VI, Section 5, entitled Vacancies, will be implemented.*

#### **Section 4.1 Officer Resignation**

*Officer(s) who choose to resign during the year in office:*

1. Must leave and remain on good standing
2. Provide a letter of resignation two (2) weeks prior in advance
3. Are barred from returning back into the office if the position has been filled after their leave of office
4. Are unable to receiving graduation stole recognition rights if the position has been filled post to their leave of office
  - a. Stole payment cases are at the discretion of the Executive Board

#### **Article VI Elections**

##### **Section 1 Nominations**

*Nominees may be considered for a future executive board position through applying for the desired position or obtaining the approval of a current executive board member. Nonetheless, all interested individuals are required to submit a chapter executive board application and resume to the executive board. The application submission period will start towards the end of the Fall academic semester and end early of the Spring semester. All applications may be submitted either in person or online via email. Applicants can expect to receive an email or phone call within three to five business days in order to discuss the next process. Officers intending to apply for another term on the executive board are excluded from the interview and hiring process.*

##### **Section 2 Time of Election**

*Officers for the subsequent academic year shall be held during Spring Semester.*

##### **Section 3 Procedure**

*Nominations shall be solicited from the members no later than the end of Fall Semester. Elections shall be conducted at the same meeting, designated for that sole purpose. Voting shall be by secret ballot, with a majority of those present*



*required to win. In the event of a tie, a runoff election shall be held. Announcement of officers shall be made immediately.*

**Section 4 Assumption of Office**

*Assumption of the office commences one week after the election is held, at the discretion of schedule availability.*

**Section 5 Vacancies**

*Vacancies of the President's office will be automatically filled by the Vice President. Should the Vice President not be able to fulfill the position of President, the Treasurer will be the next in line to succeed. All other vacancies, including that of the Vice President, may be either filled by a special election or remain open until the next academic year. The tasks of the vacant position will be distributed among the executive board until a candidate is found.*

**Article VII Meetings**

**Section 1 Regular Meetings**

*Meetings will be held every Tuesday from 12:00 p.m. to 12:50 p.m. (University Hour) starting from the second week of each academic semester to the end of the academic semester at California State Polytechnic University, Pomona. Meetings will not be scheduled in conflict with PIHRA Inland Valley District Luncheon meetings. No chapter business may be conducted outside of regularly scheduled meetings without the approval of the President or Vice President.*

**Section 2 Special Meetings**

*A quorum must be present at all special meetings and only the business for which a special meeting is called may be transacted at the meeting. Only the President may call for a special meeting. If any member wishes to transact business outside of regular meetings they must require the permission and presence of the President during the meeting.*

**Article VIII Quorum**

*Half of the executive board must be present at any meeting to constitute a quorum. Such quorum may transact any business brought before the meeting and decided by majority vote of the members present, except as otherwise indicated in these bylaws. A meeting may be adjourned or recessed by majority vote of the members present whether or not a quorum is present.*

**Article IX Committees**

**Section 1 Eligibility**

*At the time of assuming responsibility for a committee and during tenure in office, a committee chair must meet all the eligibility requirements as stated by the university.*

## **Section 2 Standing Committees**

The chapter shall be created and/or exhausted by the executive board at their discretion.

## **Article X Dues**

The price of dues below is determined by both the affiliated organizations' membership fees and Cal Poly Pomona PIHRA's financial status:

1. Cal Poly Pomona PIHRA
  - a. One Semester - \$35
  - b. Yearly - \$55
2. PIHRA Student Membership - \$30\*
3. SHRM Membership \$50\*
4. \*Prices for professional memberships are subject to change

*Individuals who are eligible for Cal Poly Pomona PIHRA Membership will obtain membership for the entire semester upon which the membership was applied for until the end of the academic year. Individuals who are eligible for PIHRA and SHRM Student Membership will obtain membership for a whole calendar year. Student membership may be renewed every year on the condition in which the student has not yet reached graduation status.*

## **Article XI Advisor**

### **Section 1 Eligibility**

**The Professionals In Human Resources Association (herein CPP PIHRA)** shall have at least one advisor over 21 years of age who shall be a member of the faculty, administration, or staff of the California State Polytechnic University, Pomona. The advisor may not be on leave of absence at any time during his/her term of appointment.

### **Section 2 Selection and Appointment**

*After an advisor has been nominated by the organization and approved by his/her Department Head, final approval and actual appointment will be made by the Director, Office of Student Life. If the advisor is the Department Head, then the immediate supervisor would also need to approve before final appointment is made by the Director of Student Life.*

### **Section 3 Duties**

*The advisor's responsibilities include attendance and participation in as many organizational meetings and activities as is practical, signing all forms related to the scheduling of activities and the disbursement of funds, and the other duties outlined in Office of Student Life and Cultural Center's Advisor's Guide.*

1. Assist with the annual re-charting process
2. Initiate communication among student leaders

3. *Provide the chapter with ideas, resources, and support*
4. *Interpret the various University policies*
5. *Serve as an authorized signer for legal documents*
6. *Notify the E-Board about office hours and availability*
7. *Maintain membership with the chapter's affiliated organizations*

## **Article XII Amendment**

### **Section 1 Means of Amendment**

*Majority of the executive board and advisor(s) must be present to discuss any amendments to the by-laws. Changes will be made according to majority vote, excluding the President. Members who are not present will be notified by email and will have 24 hours to dispute the changes. If there is a tie, the President may be granted permission to vote.*

### **Section 2 Approval**

*All amendments to the bylaws shall be filed as a public document in the organization's myBAR page and the executive board will alert the Senior Coordinator of Student Life in the Office of Student Life and Cultural Centers via email within 90 calendar days indicating the date and method of adoption. Any amendment(s) which change(s) the purpose or intent of the organization or substantively modify the bylaws' provisions shall be approved by the University before taking effect.*

### **Section 3 Compliance**

*This charter shall not conflict with the By-Laws of the Associated Students, Inc., or with the policies and regulations of the California State Polytechnic University, Pomona, the Trustees of the California State University and Colleges, or the State of California. Any stipulations applying to all chartered organizations made by the university shall be considered to be immediately enforceable, whether contained in these Charter Provisions or not.*

Revised: April 2020