

NHRMA’S BOARD RESOURCE MANUAL

NHRMA | [www.nhrma.org](http://www.nhrma.org) | E-mail [nhrma@nhrma.co](mailto:nhrma@nhrma.co)

# EXECUTIVE SUMMARY

Welcome to the Northwest Human Resources Management Association Board of Directors. Whether you are a new, returning or continuing Board Member, we hope you find value in this resource.

We congratulate you on your decision to become part of NHRMA’s leadership. This Resource Manual has been created to give you the tools you need to make you a successful Board member and to provide you an overview of what each of your respective positions is responsible for, as well as provide some history on current and successful programs. You are always welcome to suggest improvements to this manual by contacting the President of the Board.

Some of the benefits of joining NHRMA’s Board of Directors include:

* Enhancing your leadership skills by expanding your thinking to the regional level vs local or state
* Networking with a great group of people from Alaska, Oregon and Washington
* Being able to make a better impact in your local chapter or state council and contributing to its success
* Providing you with experience in a specific area
* Learning and contributing to your region while building up your resume

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# GENERAL INFORMATION

## HISTORY

NHRMA was incorporated in the state of Washington, as a not-for-profit organization, on January 17, 1961, as Pacific Northwest Personnel Management Association. Its purpose was to develop and maintain the professional competence of its members, raise standards of performance in all phases of human resource management, encourage adherence to SHRM’s Code of Ethical and Professional Standards and promote excellence in the field of human resource management.

PNPMA was initially formed by a group of personnel managers headed by J.W. Rupley and Claude Arnold, Spokane, Washington; Roderic Olzendam, Tacoma, Washington; General H.G. Winsor, Seattle, Washington and Laurin E. Hinman, Portland, Oregon, to conduct a conference to address personnel management issues.

The first PNPMA Conference was held in Spokane on October 12 -13, 1939. Since that time, the conference site has been rotated annually among cities throughout Alaska, Oregon, Washington and British Columbia.

The initial group of Personnel Clubs, as they were known, in Portland, Seattle, Spokane and Tacoma, were joined by Personnel Clubs in Longview, Washington and Vancouver, British Columbia, in the early years. In the early and mid 1950’s PNPMA chapters were formed in Oregon in Salem, the upper Willamette Valley and the southern coast. Chapters were also formed in British Columbia on Vancouver Island, Yakima, WA, and in Boise, Idaho. In 1960 a chapter was formed in Walla Walla, WA, and in eastern Idaho in 1961.

The chapter in Vancouver, B.C., left PNPMA in 1961 to from the Industrial Association of British Columbia. From 1957 to 2002, international representative was maintained with the formation of the Victoria Chapter in 1957.

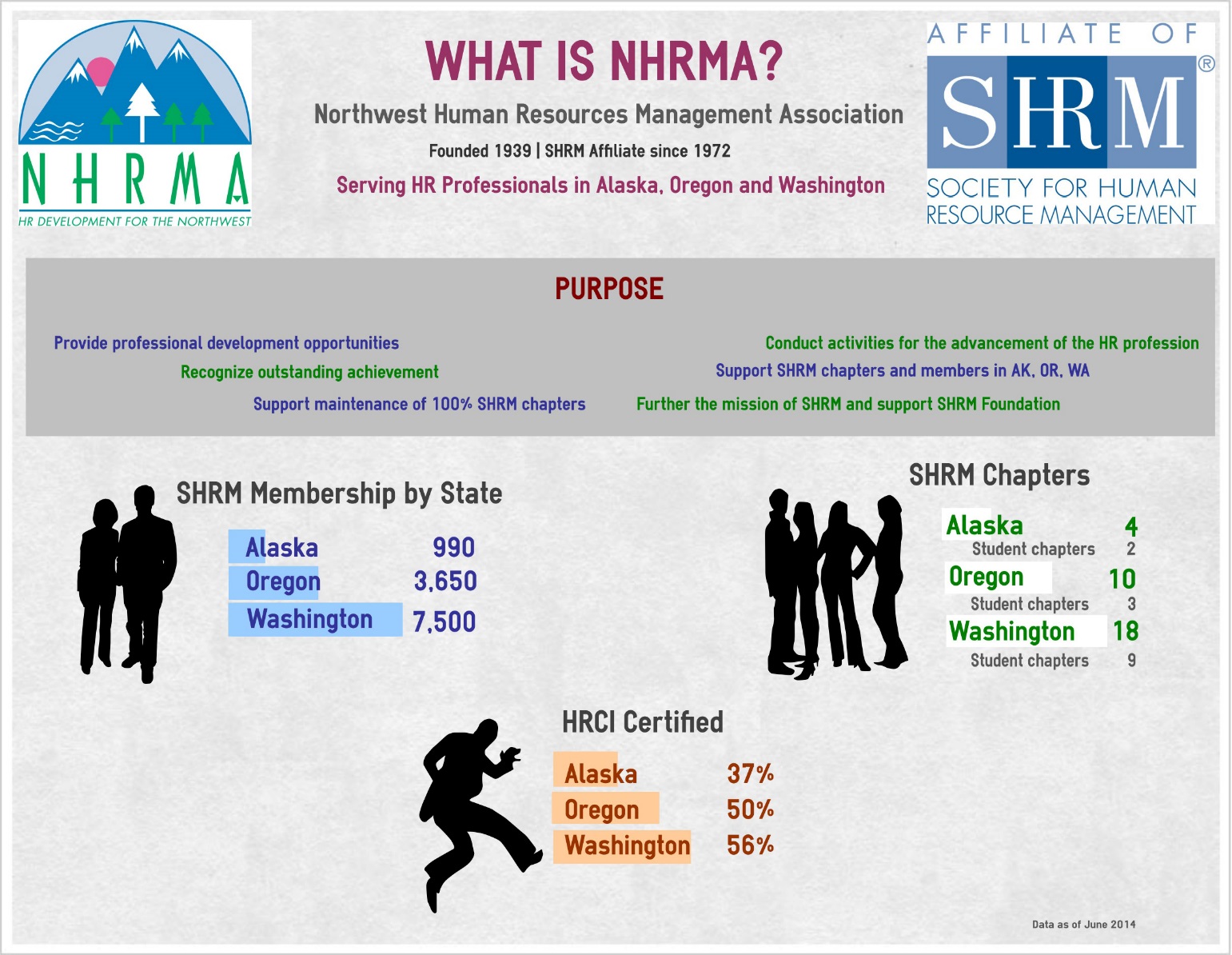
The first PNPMA student chapter was formed at Oregon State University in 1956. There are currently 12 active student chapters in the states of Alaska, Oregon and Washington.

PNPMA became affiliated with the American Society for Personnel Administration (ASPA) in January 1972. The 1972 affiliation agreement between PNPMA and ASPA provided that PNPMA would maintain it’s regional autonomy and jurisdiction. The NHRMA/SHRM affiliation relationship has been a professionally meaningful and rewarding arrangement for both parties over the years. NRHMA as we know it today provides professional development opportunities for HR professionals and students in the states of Alaska, Oregon and Washington who are members in good standing with the Society for Human Resource Management.   NHRMA is proud to provide services to the SHRM chapters in these three states. There is no similar group of 100% chapters any place in the country. All 31 SHRM chapters in the states of Alaska, Oregon and Washington are 100% chapters. This means that all their members are SHRM members in good standing.

By vote of the membership of PNPMA in June, 1992, the name of Pacific Northwest Personnel Management Association was changed to Northwest Human Resource Management Association.

NHRMA is governed by a volunteer Board of Directors that oversees the affairs and business of the association.

## NHRMA At-A-Glance



## Composition per State

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| State | Members  \*as of June 2014 | Professional Chapters | Student Members  \*as of June 2014 | Student  Chapters |
| Alaska | 990 | 4 | 108 | 2 |
| Oregon | 3,674 | 10 | 177 | 3 |
| Washington | 7,538 | 18 | 467 | 9 |

## NHRMA Services

* Website
  + <http://www.nhrma.org>
  + Complimentary Job postings
  + Resume posting
  + Resources listing
  + Other information
* Professional Development
  + Regional Conference & Tradeshow with 350-500 attendees, booths & special events (rotates)
  + HR Academy Seminars annually in OR and WA, biannual in AK (Non-members price includes SHRM membership, adding 50+ members each year)
* Funding
  + For newly formed professional chapters in AK, OR, & WA
  + For newly formed SHRM student chapters in AK, OR, & WA
* State Council support
  + Provides financial support to SHRM State Councils (AK, OR, & WA) with a $1,000 annual grant
  + State Council Directors sit on the NHRMA board to coordinate & better serve the profession by pulling resources, expertise, & volunteers, to work as a collective group
  + Website promotes state council’s events as a service
  + Work with council and chapter leadership to maintain goal of 100% SHRM chapters in AK, OR, & WA
  + Quarterly regional newsletter with state council, chapter & student updates
* SHRM Chapter support
  + Rewards chapters for achieving SHAPE Excel Awards on an annual basis
    - Platinum - $1,250
    - Gold - $1,000
    - Silver - $750
    - Bronze - $500
  + Shares 25% of the NHRMA Conference revenue with host SHRM chapter(s)
  + Website promotes chapter events as a service
  + Includes chapter news in quarterly regional newsletter
* SHRM Foundation support
  + $2,000-$4,000+ donated to the SHRM Foundation annually
  + Silent auction at NHRMA conference
  + $100 matching gift per SHRM State Councils & Chapters
  + Provides a large item to be auctioned off at a SHRM Conference
* SHRM Student Support
  + Conducts a NW Student Conference and Case Study Competition for AK, OR, WA
  + Case study competition team winner & advisor get expenses and registration to the Annual SHRM Conference
  + Website promotes student chapter events as a service
  + Includes student news in quarterly regional newsletter
  + Provides funding for student chapters to attend other SHRM student events
* Outstanding Achievement
  + Randy Lundberg Northern Lights Award (chapter)
  + Distinguished Member Award
  + Robert W. Denomy Award (undergraduate)
  + Sharon Koss Graduate Student Award
  + Marilyn Hoppen Grant (Student Chapter)

## Accounts

* board resources
  + [WWW.NHRMA.ORG/2015bod](http://WWW.NHRMA.ORG/2015bod)
  + uSERNAME/PASSWORD is nhrma2015 ON BOTH FIELDS
  + POLICIES, FORMS, CALENDAR, AGENDAS AND MORE
* E-mail
  + Username [nhrma@nhrma.co](mailto:nhrma@nhrma.co)
* google docs
  + NHRMA Folder to store documents
* cvent

|  |  |
| --- | --- |
| url | <https://app.cvent.com/Subscribers/Login.aspx> |
| account | **NHRMAWA001** |
| email | XXXXX |
| password | xXXXX |

* facebook
  + <https://www.facebook.com/NHRMA>
  + president & communications director manage account
* linkedin
  + http://tiny.cc/NHRMA-Linkedin
* webpage
  + <http://www.nhrma.org>
* shrm clif – DUE BY DEC 1 OF EACH YEAR
  + <https://fs16.formsite.com/robgatesshrmorg/form9/form_login.html>

## Contracts and Providers

* Conference Solutions

Conference solutions provides conference management for annual conference

2545 WS Spring Garden St. Ste 150, Portland, OR 97219 | Phone 503-244-4294 x 205 | [kate@conferencesolutionsinc.com](mailto:kate@conferencesolutionsinc.com) | [www.conferencesolutionsinc.com](http://www.conferencesolutionsinc.com)

* CVENT
  + expires 12/31/2015
  + url: <https://app.cvent.com/Subscribers/Login.aspx>
  + 8180 Greensboro Drive, Suite 900 | McLean, VA 22102
  + Phone: 703.226.3500
* webSITE
  + Travis Thayer,  President & CEO, VenuLex Solutions  
     [travis@venulex.com](mailto:travis@venulex.com) | 404.434.5800  
    HR Nsight PROVIDES RSS FEED
  + vendor directory - FEATURES SPONSORS OR advertiseRS with the conference
  + free job postings – approved by communications director, expire automatically after 60 days
* newsletters
  + The Printshop of Lakewood
  + [printshop@reachone.com](mailto:printshop@reachone.com)
  + contact sherry stack, 253-582-6670
* BOARD BADGES
  + dANDE COMPANY
  + 5423 S TACOMA WAY, TACOMA, WA 98409
  + PHONE: 253-474-3434

## 2015 Board of Directors

|  |  |  |  |
| --- | --- | --- | --- |
| POSITION | NAME | STATE | OVERALL TERM LIMIT POSSIBILITY  (max 3 consecutive in same position) |
| President | Patty Hickok, SPHR, GPHR | Alaska | 2017 |
| President-Elect | Patty Billingsley, SPHR | Alaska | 2017 |
| Past-President | Lisa Snively | Oregon | 2015 |
| Treasurer\* | Renee Larson, PHR | Washington | 2017/2020 |
| Secretary\* | Gayle Young | Oregon | 2017/2020 |
| Communications\* | Jeanne Haave, SPHR, GPHR | Alaska | 2017/2020 |
| Professional Dev/Special Projects | Lindsay Castle, PHR | Washington | 2017/2019 |
| Partnership Director | Mary Nance, SPHR | Washington | 2017/2019 |
| College Relations\* | Ophelia Yan, SPHR, GPHR | Oregon | 2017/2020 |
| Awards and Recognition | Jennifer Schwope, SPHR, GPHR | Washington | 2015/2015 |
| Foundation Director | Lisa Dean, SPHR, GPHR | Washington | 2015/2017 |
| Alaska State Council | Nancy Miller, SPHR | Alaska | 2015/2019 |
| Oregon State Council\* | Melissa Vigil | Oregon | 2015/2019 |
| Washington State Council\* | Theresa Chow | Washington | 2015/2020 |

\*First year on the board

|  |  |
| --- | --- |
|  |  |

# BOARD COMMITMENTS

##### ANNUAL COMMITMENTS

Expenses for attendance at these events are reimbursed in accordance with NHRMA’s reimbursement policy.

|  |  |  |  |
| --- | --- | --- | --- |
|  | PRESIDENT | PRESIDENT-ELECT | BOARD OF DIRECTORS |
| NHRMA STRATEGIC SESSION  (JAN OR FEB) | X | X | X |
| SHRM BUSINESS MEETING (Feb) | X |  |  |
| ak/or/wa strategic meeting | X OR DESIGNEE |  |  |
| SHRM ANNUAL CONFERENCE (june) | X |  |  |
| NHRMA ANNUAL CONFERENCE (sept-oct) | X | X | X |
| SHRM LEADERSHIP CONFERENCE (nov) |  | X |  |
| BOARD MEETINGS (monthly) | X | X | X |

Board meetings are held the third Wednesday of every month, starting in February. Schedule may be adjusted over the holidays.

# FINANCIAL INFORMATION

* NHRMA AS A NON-PROFIT:
  + 501(c)6 since May 1951
  + EIN 93-6031258
  + Determination letter can be found in Appendix
* REGISTERED as a non-profit in the State of Washington
* UBI 602897174
* URL TO FILE ANNUALLY BY 2/28 Http://www.sos.wa.gov/corps
* bank accounts
* WELLS FARGO – Savings and checking account
  + bank of america – Certificate of deposit
  + kitsap bank - Time Certificate of Deposit
* D&O Insurance
  + Policy Number: PHSD800869
  + expires 02/09 of every year
  + Philadelphia insurance companies, One bala plaza, ste 100, bala cynwyd, pennsylvania 19004. phly.com
  + policy available in google docs –treasurer folder
* NHRMA has the following forms, policies and procedures:
  + Check request form
  + SHRM Foundation matching program
  + conference profit-sharing program
  + travel expense policy for student case competition
  + travel guidelines

# PROGRAMS

## Annual Conference & Tradeshow

An Annual Conference & Tradeshow has been held annually. The first conference was held October 12-13, 1939 in Spokane Washington. The conference attracts between 350-500 attendees. The venues rotate amongst the States, with a wider year gap of when it is held in Alaska.

It is the intent of NHRMA to conduct an annual regional conference and exposition under circumstances and conditions determined by the Board of Directors to:

A. Provide professional development opportunities for HR professionals,

B. Further the development, improvement and application of human resource management practices that will best serve employers and employees,

C. Foster personal contacts and the exchange of information among HR community,

D. Promote excellence in the field of human resource management.

E. Provide a leadership session for all current and future volunteer leaders that meet the requirements for the SHRM SHAPE award.

F. Generate operating funds for NHRMA and for Host Chapter(s) or State Council.

## Professional Development

NHRMA offers professional development in the form of a 3-day training seminar. The name has recently been changed to HR Academies, but in the past they have been held under HR Foundations. These programs are held annually in Washington and Oregon, and bi-annually in Alaska. The schedule is as follows:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| STATE | SCHEDULE | APPROX ATTENDANCE | DATES | LOCATION |
| ALASKA | Biannual (next 2015) | 50 | First Quarter  of the year | Crowne Plaza, Anchorage |
| OREGON | Annual | 100 | Spring | Embassy Suites, Portland |
| WASHINGTON | Annual | 150 | Fall | DoubleTree by Hilton, Seattle Airport |

NHRMA’s Professional Development Director coordinates the HR Academies, with the help of a local liaison. Effective January 1, 2015, NHRMA has engaged the services of Conference Solutions for a one year contract.

There is no profit-sharing with State Councils or local chapters on these events.

|  |  |
| --- | --- |
| College Relations The College Relations Director serves as a liaison between the NHRMA Board and SHRM student chapters and faculty advisors in Alaska, Oregon and Washington.  This role:   * Oversees the planning of the annual NHRMA Student Conference and/or partners with SHRM when Student Conference is in NHRMA region * Administration and awarding of the Marilyn Hoppen Student Grant.   The purpose of this grant is to provide funds to SHRM student chapters within the NHRMA area for the purpose of promoting chapter initiatives. These funds are not to be used for normal chapter operations, travel to conferences, food and beverages, promotions, etc. Awards and Recognition NHRMA provides professional recognition to area SHRM members, including students, for their outstanding performance and achievements in the HR profession, community, or Association. Nominations are due on or around July 15 of each year.   * Robert n. denomy award for student leadership   This award recognizes one undergraduate student who has performed outstanding service to the HR profession and to the Association, in the best tradition of Bob Denomy. Bob Denomy is remembered for his many years of service as PNPMA/NHRMA Association Director, providing significant support to the development and growth of student HRM programs in the Pacific Northwest. The intent of the award is to recognize past performance that most closely adheres to the stated goals of the Association.   * sharon koss graduate award   This award recognizes one graduate student who has performed outstanding service to the HR profession and to the Association, in the best tradition of Sharon Koss. Sharon Koss was passionate about developing HR Professionals through continuing education to advance the profession in the Pacific Northwest. She developed HR Professionals and students at the local chapters, student conferences, NHRMA HR Foundations, and SHRM national events. She served as a faculty for SHRM for over 15 years and over 19 years as faculty for the NHRMA HR Foundations. She served for many years in LWHRA and NHRMA. She received the "Distinguished Member" award from NHRMA in 1993 and 2003. Sharon was elected president of the Society for Human Resource Management [Certification](http://guest.cvent.com/EVENTS/Info/Custom.aspx?cid=21&e=60aa3de8-21c3-4f9b-95f1-c163e96875e4) Institute's National Board in 1997.   * robert lundberg northern lights award   This award recognizes Association Chapters for outstanding achievement and excellence in overall chapter programming and operations. This award is named for NHRMA Awards and Recognition Director Randy Lundberg, a member of the Rogue Valley Chapter, who was designing an award to recognize NHRMA Chapter Achievements at the time of his death in 1994.   * distinguished member   To recognize Association members who have made significant contributions to the human resource profession, the community and/or the Association.  Award recipients shall be members of the Society for Human Resource Management a minimum of seven years, and a member of Northwest Human Resource Management Association of five years. They shall have provided meritorious service to the profession, the Association, and/or local chapters for a minimum of five years. Retired members or members who have moved out of the region or out of the profession, shall have been members of the Association within the prior three years. It is expected that the recipient shall be certified by the Human Resource Certification Institute or a similar certifying body in the profession, or shall possess a terminal degree (Ph.D., J.D.) in a related field.  This award is intended to be a “HUMAN RESOURCES PROFESSION ACHIEVEMENT AWARD” to individuals who have provided exceptional service to the profession over a period of years. Partnerships The position is responsible for facilitating and coordinating sponsor, advertiser and vendor partnerships across all NHRMA activities. Position will work closely with conference chairs, NHRMA conference planner, Professional Development Director, Treasurer, Communications Director and a committee of Partnership volunteers. SHRM Foundation The goal of the SHRM Foundation Director is to educate, promote and represent the interests of the SHRM Foundation and its activities to NHRMA and planning and managing fundraising activities at the annual NHRMA conference to support the SHRM Foundation. This position:   * Educates the Board and assists State Councils regarding the purpose and ongoing activities of the SHRM Foundation. * Encourages Chapters and State Councils to contribute financially to the SHRM Foundation as a show of support for the human resources profession. * Advises and updates the NHRMA Board of the Foundation’s activities and fund-raising needs. * Chairs a fundraising event at the NHRMA Conference each year to benefit the SHRM Foundation.  Communications This position is responsible for the management of all NHRMA related communications:   * Maintains the NHRMA Website by ensuring that information is current and accurate * Serves as editor of the NHRMA newsletter, establishing deadlines and soliciting articles for publication * Maintains NHRMA’s social media accounts  Special Programs Assist board with special projects, as needed. |  |

## Controlling Calendar





# APPENDICES

## Bylaws

**Article I**

**Identification**

**Section 1.1: Name.** The name of the organization shall be Northwest Human Resource Management Association (herein referred to as NHRMA).

**Section 1.2: Affiliation.**NHRMA is affiliated with the Society for Human Resource Management (herein referred to as SHRM). The specifics of this affiliation are defined in the SHRM Affiliate Charter for NHRMA and the SHRM and NHRMA Relationship Agreement in effect at the time. NHRMA will not refer to itself as “SHRM” or the “Society for Human Resource Management.” The affiliate relationship is for the mutual benefit of NHRMA, SHRM and participating SHRM State Councils and is granted with the concurrence of the Alaska, Oregon and Washington State Councils.

**Section 1.3: Geographic Area.**NHRMA area consists of the states of Alaska, Oregon and Washington.

**Article 2**

**Purpose**

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

i.              to provide professional development opportunities for HR professionals in the states of Alaska, Oregon and Washington;

                ii.            conduct activities in the advancement of the HR profession;

                iii.            recognize outstanding achievement of HR professionals in Alaska, Oregon and Washington;

iv.           provide support for SHRM chapters and members in Alaska, Oregon and Washington;

v.            support the goal of maintaining 100% SHRM chapters in Alaska, Oregon and Washington; and

                vi.          further the mission of SHRM.

**Article 3**

**Fiscal Year**

The fiscal year of NHRMA shall be the calendar year.

**Article 4**

**Member Services**

**Section 4.1 Member Services.** NHRMA shall provide services to all HR professionals and students in good standing with SHRM in the states of Alaska, Oregon and Washington.

**Section 4.2: Rights.** To achieve the purpose of NHRMA there shall be no discrimination in participation because of race, religion, sex, age, national origin, disability, veteran’s status, sexual orientation, or any other legally protected class.

**Article 5**

**Management and Administration**

**Section 5.1: General.**The management and administration of the affairs and activities of NHRMA shall be vested in the Board of Directors.

**Section 5.2: Board of Directors.**The Board shall number fourteen voting members consisting of the following: President, Vice President, Past President, Secretary, Treasurer, Professional Development Director, College Relations Director, Awards and Recognition Director, Communications Director, Foundation Director, Special Projects Director, Alaska State Council Director, Oregon State Council Director and Washington State Council Director.

**Section 5.3: Officers.**The officers of NHRMA are President, Vice President, Secretary and Treasurer.

**Section 5.4: Qualifications.**All members of the Board must be SHRM members in good standing throughout the duration of their participation on the Board.

**Section 5.5: Election and Term of Office.**The term of office of each Board position shall be one year beginning January 1 and ending December 31. All elected and appointed Board members may serve in the same position for not more than a total of three consecutive years.

**Section 5.6: Removal.**Any member of the Board may be removed for actions contrary to the best interests of NHRMA upon two-thirds vote of the entire voting members of the Board. In addition to removal for cause pursuant to the previous sentence, State Council Directors will be removed to the extent they vacate or are removed from their position as State Council Director of their respective state.

**Section 5.7: Vacancies.**Vacancies in officer positions, with the exception of the President and Past President, shall be filled for the unexpired term by a majority vote of the remaining Board members. A vacancy in the position of the President shall be filled by the Vice President who shall serve as President for the balance of that term and the following full term of office. A vacancy in the position of Past President shall remain unfilled for the remainder of the year in which the vacancy occurs. Any vacancy in a State Council Director position will be filled as and when the respective state elects or appoints a new State Council Director.

**Section 5.8: Appointments.**The President, with the advice and consent of the Board, shall appoint members other than officers and State Council Directors.

**Section 5.9: Compensation.**Board members shall serve without compensation.

**Article 6**

**Duties and Responsibilities**

**Section 6.1: President.**The President shall be the chief executive officer of NHRMA and shall be an ex-officio non-voting member of all NHRMA committees; shall serve as the presiding officer at Board meetings; shall have general charge and supervision of the affairs and business of NHRMA and shall perform such other duties as may be assigned by the Board.

**Section 6.2: Vice President.**The Vice President shall perform the duties of President in the absence of the President; shall become President of NHRMA in the event of the President’s death, resignation or inability to serve; shall monitor functional responsibilities of Directors and shall perform such other duties the President of the Board may determine.

**Section 6.3: Past President.**The Past President shall service as an advisor to the President, and fulfill such duties as requested by the President and/or Board of Directors.

**Section 6.4: Secretary.**The Secretary shall be responsible for recording the minutes of all meetings of NHRMA, shall be responsible for making all Board members aware of such meetings, and fulfill such duties as requested by the President may determine.

**Section 6.5: Treasurer.**The Treasurer shall be responsible for financial affairs of NHRMA to include arrangements for an annual audit of NHRMA financial records; preparation, interpretation and dissemination of periodic financial reports to the Board and the performance of such other duties as the President may determine.

**Section 6.6: Professional Development Director.**The Professional Development Director shall be responsible for the planning and managing two HR Foundation Seminars annually, organizing the annual Leadership Workshop for volunteer leaders at the annual NHRMA Conference; and the performance of such other duties as the President may determine.

**Section 6.7: College Relations Director.**The College Relations Director shall be responsible for serving as a liaison between the NHRMA Board and SHRM student chapters and faculty advisors; overseeing the planning of the annual NHRMA Student Conference; the administration and awarding of the Marilyn Hoppen Student Grant; and the performance of such other duties as the President may determine. This position also provides support to the SHRM student programs and student events such as the Regional Student Conference.

**Section 6.8: Awards & Recognition Director.**The Awards and Recognition Director shall be responsible for overseeing the promotion, selection and presentation of NHRMA awards (i.e. Distinguished Member Award, Robert W. Denomy Award, and Randy Lundberg Northern Lights Award); and the performance of such other duties as the President may determine.

**Section 6.9: Communications Director.**The Communications Director shall be responsible for the development and maintenance of the NHRMA web site, [www.nhrma.org](http://www.nhrma.org/) and the performance of such other duties as the President may determine.

**Section 6.10: Foundation Director.**The Foundation Director shall be responsible for educating, promoting and representing the interests of the SHRM Foundation and its activities to NHRMA; planning and managing a silent auction at the annual NHRMA conference to support the SHRM Foundation; and the performance of such other duties as the President may determine.

**Section 6.11: Special Projects Director.**The Special Projects Director shall be responsible for managing special projects as the President and/or Board may determine.

**Section 6.12: State Council Directors.**The State Council Directors shall be responsible for representing the interests of their specific states with regards to NHRMA.

**Article 7**

**Committees**

**Section 7.1: Standing Committees.**The Nominating Committee shall be the only standing committee. The Nominating Committee shall be composed of three members including the Past President who shall chair the committee and the Vice President. The President shall nominate the remaining committee member for approval by a majority vote of the Board.

**Section 7.2: Other Committees.**The President may constitute other committees and may appoint committee chairs subject to such conditions or limitations as may be specified by the Board.

**Article 8**

**Meetings**

**Section 8.1: Board Meetings.**The Board shall meet a minimum of two times per year in person.

**Section 8.2: Annual Business Meeting.**An annual business meeting shall be held at the annual conference.

**Section 8.3: Special Meetings.**Special meetings of the Board may be called by the President at any time and shall be called on request of a majority of the Board. No business may be voted upon at special meetings other than that identified in the meeting agenda.

**Section 8.4: Quorum.**A majority of the existing Board members shall constitute a quorum for the transaction of business at Board meetings.

**Section 8.5: Notice of Meetings.**Board members will be provided notice of Board meetings at least fifteen days before the meeting.

**Article 9**

**Parliamentary Procedure**

**Section 9.1: Parliamentary Procedure.**Meetings of NHRMA shall be governed by the rules contained in Robert’s Rules of Order (newly revised) in all cases to which they are applicable and in which they are consistent with the law and the NHRMA Bylaws.

**Article 10**

**Amendment of Bylaws**

NHRMA Bylaws may be amended by a two-thirds vote of the entire Board of Directors at a meeting provided such proposed amendment is circulated in writing at least fifteen days prior to such meeting and provided such amendments have been pre-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 the Society’s Bylaws.

**Article 11**

**Withdrawal of Affiliate Status**

SHRM may withdraw NHRMA’s status as an affiliate of SHRM, for the reasons set forth in the SHRM Bylaws as amended from time to time, including without limitation the request of NHRMA, in accordance with the procedures set forth in such SHRM Bylaws. The State Councils of Alaska, Oregon and Washington may withdraw their participation with NHRMA for any reason. Rights and services granted under that status would cease in that state.

**Article 12**

**Relationships**

NHRMA is a separate legal entity from SHRM, and neither NHRMA nor its officers, agents or employees may hold themselves out as an agent of SHRM. NHRMA is not an agency or instrumentality of SHRM; nor is SHRM an agent or instrumentality of NHRMA. NHRMA shall not contract in the name of SHRM, or incur any financial or other obligations on behalf of SHRM, without the express written consent of the SHRM President/CEO or the SHRM Chair of the Board. NHRMA may hold itself out to the public as an “affiliate” of SHRM; but may not hold itself out as SHRM. NHRMA shall be exempt from Federal and State income tax as evidenced by a letter of determination from the Internal Revenue Service and any required approval letter from state tax authority.

**Article 13**

**Dissolution**

In the event of NHRMA’s dissolution, the remaining monies in the treasury, after NHRMA’s expenses have been paid, will be contributed to an organization decided upon by NHRMA at the time of dissolution (e.g. the individual state councils of Alaska, Oregon and Washington, individual SHRM chapters located in Alaska, Oregon and Washington, an endowment fund at a university, or other such organization in keeping with the purposes of NHRMA).

**Article 14**

**Statement of Ethics**

 NHRMA adopts SHRM’s Code of Ethical Standards for the HR Profession for members of NHRMA’s Board of Directors in order to promote and maintain the highest standards among its members. Each member shall honor, respect and support the purpose of NHRMA and SHRM.

**Article 15**

**Terms Used**

As used in these Bylaws, feminine or neuter gender pronouns shall be substitutes for those of the masculine form, and the plural shall be substituted for the singular number in any place wherein the content may require such substitution or substitutions.

## Board Term Limits for Board of Directors

**EFFECTIVE DATE:** March 2014

**PURPOSE:** To provide HR professionals in the Northwest the ability to serve on the NHRMA board, to inject new ideas, and allow for systematic succession planning for the role of President by limiting the number of consecutive terms a board member may serve in a given position and the total number of consecutive terms a board member may serve in combination on the board.

The NHRMA board shall consist of positions as outlined in the NHRMA by-laws. The term limits are at the discretion of the board and are outlined in this policy rather than in the by-laws.

A change to this policy requires a two thirds vote by the Board of Directors.

**Section 1:** A board member may serve in the same role for three consecutive one-year terms. After serving in another board capacity, or not serving at all, a person can again service in a previous role – again for a maximum of three years.

**Section 2:** With the exception of those in the positions of President-Elect, President, and Immediate Past President, no board member may serve on the NHRMA board for more than six consecutive years. The State Council Directors may count their term in office toward the six years as long as it is consecutive time served from State Council Director position to Board member position.

**Section 3:** To assist in succession planning, introduce new individuals to the NHRMA board, and allow past board members to continue to serve NHRMA, committees/apprenticeships are encouraged. The committees/apprenticeships can be of any size deemed appropriate by the NHRMA board.

**Section 4:** The NHRMA nominating committee is encouraged to bring in new board members on to the NHMRA board.

New board members are a preference but during years where new board members are difficult to recruit, the President, President-Elect, and Immediate Past President may encourage current board members to extend their term of office.

## Ethical Conduct and Whistleblowers Protection Policy

**GENERAL**

The Northwest Human Resources Management Association (NHRMA) is committed to providing an environment that has high ethical standards for its board and SHRM members it serves, one that is above reproach and free from fraud and/or abuse. This policy establishes uniform procedures and guidelines for ethical standards expected from NHRMA representatives and the administration and processing of protected disclosures made by board members or individuals under whistleblowers protection laws.

**POLICY**

* 1. Trust, Credibility and Commitment Standard for NHRMA Board Members

The success of our association is dependent on the trust and confidence we earn from those we serve. We gain credibility by adhering to our commitments, displaying honesty and integrity and reaching organizational goals solely through honorable conduct. It is easy to say what we must do, but the proof is in our actions. Ultimately, we will be judged on what we do.

When considering any action, it is wise to ask: will this build trust and credibility for NHRMA? Will it help create an environment in which NHRMA can succeed over the long term? Is the commitment I am making one I can follow through with? The only way we will maximize trust and credibility is by answering “yes” to those questions and by working every day to build trust and credibility.

* 1. Respect for the Individual

NHRMA should provide an environment where all volunteers are treated with dignity and respect. NHRMA is committed to creating such an environment because it brings out the full potential in each of us, which, in turn, contributes directly to our organizations success. We cannot afford to let anyone’s talents go to waste or underutilize their abilities.

NHRMA abides by the philosophy of creating an environment that is free of discrimination of all types of abusive, offensive or harassing behavior or unethical conduct. Any board member or participant in a NHRMA program who feels harassed or discriminated against, or believes unethical conduct is occurring should report the incident to the Vice-President of NHRMA. If the Vice-President is the subject of the complaint the complaint should be filed with the President.

* 1. Culture of Open and Honest Communication

NHRMA Board members should feel comfortable to speak his/her mind, particularly with respect to possible ethics concerns or potential unethical practices. Board members have a responsibility to create an open and supportive environment where everyone feels comfortable raising such questions or concerns. We all benefit tremendously when people feel comfortable exercising their power to prevent mistakes or wrongdoing by asking the right questions at the right times.

NHRMA will investigate all reported instances of questionable or unethical behavior. In every instance where improper behavior is found to have occurred, the Organization will take prompt and appropriate action. NHRMA will not tolerate retaliation against those individuals who raise genuine ethics concerns in good faith.

* 1. Procedure for Reporting a Concern
  2. If an individual has knowledge of or a concern of illegal or dishonest/fraudulent activity, the individual should contact the Vice-President of the NHRMA board (or the President if the Vice-President is the subject of the concern) to make a written complaint.
  3. The written complaint, shall, at a minimum, include the following information:
     1. Contact information from the party making the complaint, and an original signature.
     2. The alleged infraction or reason (basis) for the complaint.
     3. Any relevant information or evidence of the alleged infraction.
     4. Any witnesses or other persons who may have knowledge or information that will assist in the investigation process.
  4. The whistleblower is not responsible for investigating the alleged illegal or dishonest activity or for determining fault or corrective measures; appropriate NHRMA Board officials are charged with these responsibilities.
  5. Examples of illegal or dishonest activities are violations of federal, state or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting or actions.
  6. Persons Protected Under Whistleblowers Act
  7. NHRMA may not discharge (remove from Board), threaten, or otherwise discriminate against a person because:
     1. The person reports to a public body or is about to report to a public body a matter of public concern; or
     2. The board member participates in a court action, an investigation, a hearing, or an inquiry held by a public body on a matter of public concern.
  8. Limitation to Protections
  9. A person is not entitled to the protections under this policy unless the person reasonably believes that the information reported is or is about to become a matter of public concern and reports the information in good faith.
  10. A person is entitled to the protections under this policy only if the matter of public concern is not the result of conduct by the person seeking protection.
  11. Relief and Penalties.

A person who alleges a violation of this policy may bring a civil action and the court may grant appropriate relief.

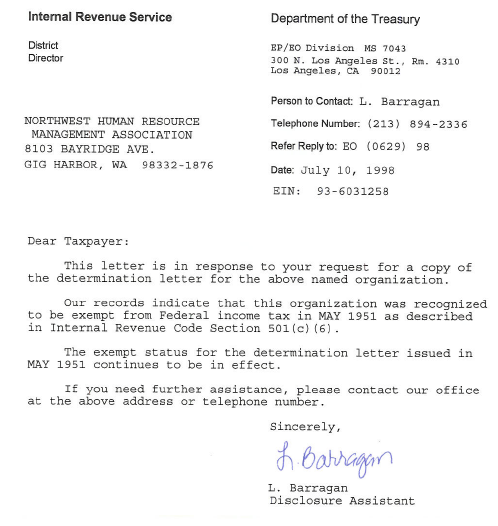
**SUPPLEMENTAL INFORMATION**

Definitions –

1. “Whistleblower “ as defined by this policy is an individual who reports to one or more of the parties specified in this Policy, an activity that he/she considers to be illegal or dishonest.
2. "Matter of public concern" means:
   1. A violation of a state, federal, or municipal law, regulation;
   2. A danger to public health or safety; or
   3. Gross mismanagement, a substantial waste of funds, or a clear abuse of authority;
3. “Public body" includes an officer or agency of:
   1. The federal government;
   2. The state.

## Financial

* 501(c)6 letter



## Conference Chapter Profit-Sharing Program

In recognition of the joint effort to host, promote, support and attend the NHRMA Conference & Tradeshow and the HR Academy seminars, NHRMA rewards the annual conference host chapter, and all SHRM chapters in the region (WA, OR, AK) for their accomplishments in the SHRM SHAPE program. Profit sharing is based 1st on the profits of the conference, then sharing those profits at the following levels as long as there are sufficient profits to cover the sharing.

1. Host Chapter = 25% of the Profits
2. NHRMA Chapters

SHAPE Platinum = $1250

SHAPE Gold = $1000

SHAPE Silver = $ 750

SHAPE Bronze = $ 500

The profit sharing is paid after the SHAPE Awards have been announced by SHRM for the previous year. It will usually be paid in Q3 for the previous year’s conference. If there are insufficient conference profits, then the NHRMA Board will determine the alternatives. The profit sharing program will be reviewed periodically by the NHRMA Board and is subject to change.

In a joint effort to promote the NHRMA Conference & Tradeshow and the HR Academy seminars certain criteria has been established as minimum requirements so chapters are eligible to receive future grants:

1. NHRMA needs to be listed as a partner on the chapter website and a link to the NHRMA homepage. [http://www.nhrma.org](http://www.nhrma.org/)
2. Basic information including dates, location, and a link to the NHRMA homepage for additional details posted no later than February 1st through December 1st.
   1. Current and next year’s Annual NHRMA Conference & Tradeshow
   2. Current year’s HR Academy seminars in AK (if applicable), OR (Spring), & WA Fall)

Each year we will electronically send chapters an update on the information of the events for the year.

There are additional ways you can help us support chapters, members, and our own professional development areas:

1. Send an e-communication to your membership on these events.
2. Include information about the professional development opportunities in your newsletters.\*
3. Distribute NHRMA Conference & Tradeshow and HR Academy promotional material at a chapter meeting or event.\*
4. Send a board member(s) to the NHRMA conference or offer paid registration.
5. Give a free registration(s) to a lucky winner(s) in your membership.

\*For more information about the events/ materials, contact NHRMA’s Director of Communication.

## Travel Expense Policy for Winners of NHRMA Student Case Competition

Effective 2011

**8/5/2010**

**NEW** NHRMA Travel Expense Policy for the winners of the NHRMA Case Competition (2011 and future):  (changes in **bold**)

NHRMA will pay all appropriate expenses, as outlined below, to the current SHRM Conference for the winners (2010: four person teams) and faculty advisor/coach (one only) of the NHRMA/SHRM Case Competition.  
The team must be from a SHRM student chapter.  Students and advisors must be SHRM members.  
Appropriate expenses include the following:

* SHRM conference registration fee, student or advisor level as appropriate, based on the fee in effect on the Friday after the case competition takes place.  Under no circumstances will NHRMA pay registration fees that are higher than this fee.
* Air fare, roundtrip coach, as reasonable and appropriate by April 30.  The NHRMA College Relations Director or Treasurer will provide the winning Chapter Advisor with a statement of "reasonable" fees.
* Appropriate hotel costs.  It is expected that students will stay either two or three students to a room (if they share a room with an "other" student, it is expected that the "other" student will pay the fair share of the room).  Faculty are not expected to share a room, but are expected to seek partial reimbursement from the university (we acknowledge that reimbursement is not always possible).  Hotel fees are paid for five nights (Friday-Tuesday nights).  Students and advisors should find the cheapest possible alternatives among SHRM hotels **and other accommodations** within a reasonable distance to the convention.  They are also required to contact the College Relations Director, who typically has other moderately priced alternatives in the conference city.
* **Stipend for food, luggage, and airport transfers.  Each individual will have a stipend of $200 for these expenses; receipts are not necessary.**
* One internet connection fee will be paid per room, per day.
* In most circumstances, there will be no other expenses.  Any other expenses**, particularly if there are extraordinary travel expenses,** require prior approval of **a subcommittee composed of the College Relations Director, Treasurer and NHRMA President.**

With the exception of **the** food**/luggage/airport transfer stipend as listed above**, receipts are required for all expenses.  The expense report and all receipts are to be presented to the Treasurer within 30 days after the conclusion of the SHRM Conference.

Requirements of students and advisor:

* Stay for the entire SHRM Conference, unless university classes or other preapproved circumstances interfere
* Attend the entire student session, typically held on Saturday
* Attend the opening session on Sunday
* Attend a minimum of two of the three keynote speakers, Monday, Tuesday, Wednesday mornings
* Attend a minimum of four other conference education session

## Travel Guidelines

To encourage and assist NHRMA Board members, NHRMA agrees to reimburse members that must travel to attend NHRMA Board meetings, NHRMA Conferences, other NHRMA events or business as approved by the President or Designee. Reimbursement will be at the current IRS mileage guidelines and coach airfare. This policy is not to be inclusive of all situations and anything that is not covered should be addressed and pre-approved by the NHRMA President or Designee. NHRMA will take into consideration the benefits of board members attending events which serve as rewards to volunteer leaders who contribute their time. During financially lean years, the Board may elect to amend this policy to align with budget constraints.

This policy is intended to encourage and assist NHRMA Board members traveling for NHRMA business, including meetings and conferences, when no other reimbursement is available from the member’s employer. NHRMA also encourages Board members to find economical ways to conduct NHRMA business, including carpooling, looking for transportation deals/discounts, and room sharing whenever appropriate to lower the overall expenses.

NHRMA will also reimburse the traveling Board member for a modest hotel room should the member need to travel the night before or after the meeting. Local individuals are encouraged to drive to the meeting/conference if costs would be less. If a room block has been established for the event, NHRMA Board members need to check with the event coordinator before selecting to stay elsewhere to ensure this does not compromise plans with the room block and that the rate is equal to or less than the room block initially established. If there is doubt about what constitutes a “modest” hotel, please check with either the NHRMA President or the NHRMA Treasurer. If attending the NHRMA Regional Conference, then up to 3 nights’ lodging will be reimbursed at the host hotel. One extra night may be needed if traveling from Alaska for the NHRMA Board meeting and conference, or based on related responsibilities as pre-approved by the NHRMA President or Designee.

**Proper Documentation for all Purchases, Including Credit Card Purchases**:

All reimbursement requests must be submitted on the NHRMA Check Request Form, along with all supporting receipts and documentation. Every instance of credit card or other purchase use must be documented with travel authorizations, receipts, individuals paid for, nature of business, Mapquest/Googlemaps for mileage, etc., before the expense will be considered authorized and before it will be approved for reimbursement. See details below.

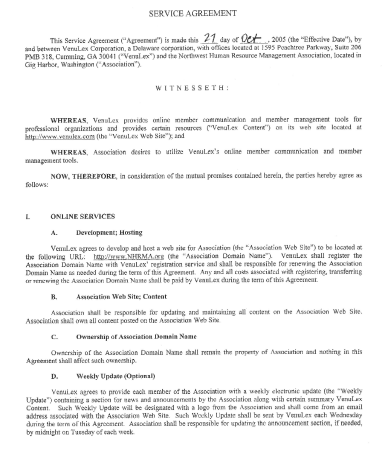
1. **LODGING** – Provide an itemized receipt from the hotel detailing every charge and the name of the person(s) for whom lodging was provided. Any extra charges in addition to the room rate must be pre-approved by the NHRMA President or Designee.
2. **MILEAGE** – Provide Mapquest/Googlemaps printouts. Mileage will be reimbursed at the current IRS guidelines for mileage reimbursement. (Mileage includes gas and vehicle maintenance.)
3. **PARKING/TRANSPORTATION TO/FROM AIRPORT** – Avoid parking in “fee” lots if possible. Look at less expensive alternatives such as shuttles to/from airport. Also consider sharing a ride with other Board members or using public transportation. Provide parking/transportation receipts.
4. **AIRFARE** – Book flights at least 1 month in advance and shop for the best rates. Provide airline and luggage fee receipts.
5. **MEALS/ENTERTAINMENT** – Provide a receipt showing separately the cost for food/beverage and (10 – 20%) gratuities, and include the names of every person for whom the food or beverage was provided and the specific business purpose, and this must be pre-approved by the NHRMA President or Designee. Entertaining speakers and/or conference participants is not a usual and customary approved expense, unless specifically pre-approved by the NHRMA President or Designee. Meals outside what is provided at Conferences is not covered, unless an individual is "reasonably required" to be at the location extended times. If approved, NHRMA will reimburse per day up to $8.00 for breakfast, $13.00 for lunch, and $25.00 for dinner.
6. **OTHER EXPENDITURES** – A receipt from the vendor detailing every individual good or service purchased (including class of service for commercial transportation) accompanied by an explanation of the specific business purpose. Providing transportation for speakers or participants, other than Board members, to/from the airport or dinner for a NHRMA event, is not a usual a customary approved expense. Prior special approval by the NHRMA President or Designee is required.

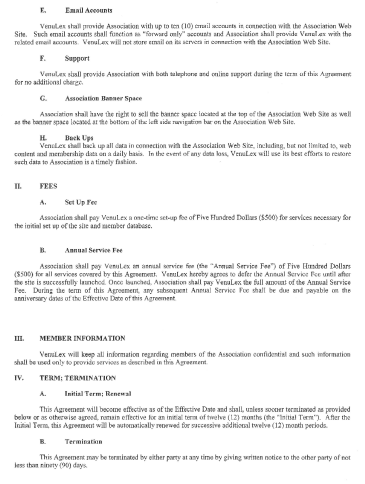
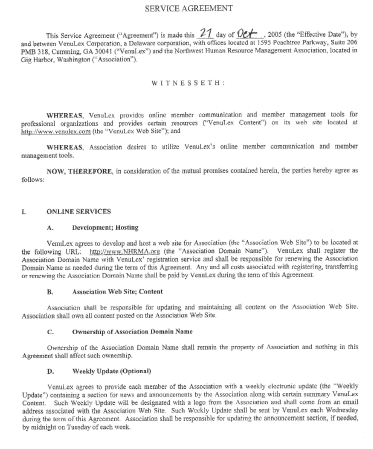
The Treasurer and President or Designee shall double check all reimbursement requests against receipts provided. They may ask for clarification or additional documentation.

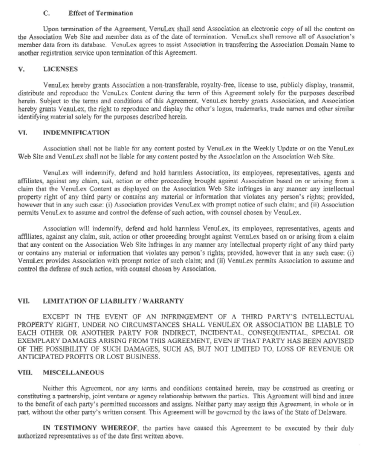
Reimbursement is contingent on the NHRMA Board Member being in good standing by attending NHRMA meetings and adequately performing their duties, as per NHRMA.

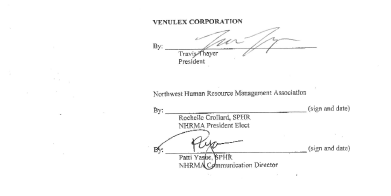
All travel exceptions must be approved in advance by the NHRMA President or Designee. If there are concerns about any travel or reimbursements, please contact the President or Treasurer.

## Website Contract









## Annual Conference & Tradeshow Conference Hosts and Locations

* 2015, portland hr management assn (PHRMA) – OREGON CONVENTION CENTER, PORTLAND, OR
* 2014 inland northwest shrm chapter (inshrm) - spokane conference center, spokane, wa
* 2013 So. Puget Sound – Greater Tacoma Convention & Trade Center, Tacoma, WA\*
* 2012 Alaska State Council – Dena’ina Civic & Convention Center, Anchorage, AK\*
* 2011 Snohomish Chapter – Meydenbauer Center, Bellevue, WA\*
* 2010 Lane County Chapter – Sunriver Resort, Sunriver, OR\*
* 2009 PHRMA – Oregon Convention Center, Portland, OR\*
* 2008 Apple Valley, Columbia Basin & Yakima Chapters – Three Rivers Convention
* 2007 Lake Washington HRA – Meydenbauer Center, Bellevue WA\*
* 2006 Spokane Chapter– Convention Center, Spokane, WA\*
* 2005 Salem Chapter – Sunriver Resort, Sunriver, Oregon\*
* 2004 Mt. Baker – Semiahmoo Resort, Blaine, WA\*
* 2003 PHRMA – The DoubleTree Lloyd Center Hotel, Portland, OR\*
* 2002 South Puget Sound Chapter – Sheraton Hotel, Tacoma, WA\*
* 2001 Spokane Chapter – Inn on the Park, West Coast Hotel, Spokane, WA
* 2000 PHRMA – Seaside Convention Center, Seaside, OR
* 1999 Greater Victoria HRMA – Victoria Conference Center, Victoria, BC
* 1998 Anchorage SHRM – The Anchorage Hilton, Anchorage, AK
* 1997 Seattle Chapter – DoubleTree Suites, Seattle, WA
* 1996 Portland Chapter – Skamania Lodge, Stevenson, WA
* 1995 Snohomish County Chapter – Embassy Suites Hotel, Lynnwood, WA
* 1994 South Puget Sound Chapter – Sheraton Tacoma Hotel, Tacoma, WA
* 1993 Lake Washington Chapter – Hyatt Regency, Bellevue, WA
* 1992 Eugene-Springfield Chapter – Valley River Inn, Eugene, OR
* 1991 Portland Chapter – Red Lion Lloyd Center, Portland, OR
* 1939 FIRST CONFERENCE, SPOKANE, WASHINGTON

\*Indicates those conferences where conference planning services were utilized.

Center, Kennewick WA\*

## HR Academy Seminar Daily Sponsorship – 3 Opportunities

**Here is what you will receive for your daily seminar sponsorship:**

* A listing on the event website as a seminar sponsor, including a company description (no max. length), a web page link, and your company’s logo in gif or jpg (150kb max.).
* A black and white marketing page produced by the sponsor that will be included in the seminar materials. (logo, contact information, and company description , etc.)
* Registration, refreshments, meals, parking, and seminar materials for two for the sponsorship day.
* Exclusive sponsorship rights on the seminar day.  Your firm will be recognized during the seminar as our sponsor and your company will be introduced to attendees in a one-minute commercial provided by you and presented by us in the morning.
* Exclusive vendor rights on the seminar day to place marketing material at each place setting.
* You will have a banquet table near the entrance to the event or near the door inside the seminar room at the back, where you can have a tabletop display and other information.
* You will also have time during the networking time at the beginning, during lunch, and after the seminar to greet attendees as they enter and exit and to discuss your company with them.
* Your logo will also play on the display feed at the beginning of the meeting during the networking time.
* Recognition posted on the event website from time of sponsorship payment until the end of the event.
* Recognition posted for two months after the event on NHRMA main website.
* Lastly, many of our sponsors do a drawing for a give-away item and use this as an opportunity to collect business cards at the meeting.  This is optional but can be a good tool to call extra attention to your booth and company. This will be drawn at the end of the day and they will need to be present to win.

The exclusive daily HR Foundations sponsorship fee is $1,000. We would be willing to do an exclusive sponsorship for all three (3) days for $3,500.

|  |  |  |
| --- | --- | --- |
| Day 1 Date | Day 2 Date | Day 3 Date |
| **HR AND EMPLOYMENT LAW** | **PERFORMANCE MANAGEMENT** | **EMPLOYEE BENEFITS** |
| **RECRUITMENT, SELECTION& PLACEMENT** | **COMPENSATION ADMINISTRATION** | **THE LEGISLATED ENVIRONMENT** |