

JAYHAWK CHAPTER OF THE  
SOCIETY FOR HUMAN RESOURCE MANAGEMENT  
CONSTITUTION AND BY-LAWS  
2012

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**CONSTITUTION AND BYLAWS**

ARTICLE I - IDENTIFICATION

- SECTION 1: NAME: The name of this organization is the "Jayhawk Chapter of the Society for Human Resource Management" (herein referred to as the "Chapter").
- SECTION 2: OFFICE AND MEETING PLACE: The principal office and meeting place of the Chapter shall be located in the City of Lawrence, County of Douglas, State of Kansas or as designated by the Board of Directors.
- SECTION 3: AFFILIATION: The Chapter is affiliated with the Society for Human Resource Management (herein referred to as "SHRM".)
- SECTION 4: ORGANIZATION: The Chapter is organized as a non-profit, unincorporated association for the purposes defined in Article II.
- SECTION 5: RELATIONSHIPS: The Chapter is a separate legal entity from SHRM. It shall not be deemed to be an agency or instrumentality of SHRM or of a State Council and SHRM shall not be deemed to be an agency or instrumentality of the Chapter. The Chapter shall not hold itself out to the public as an agent of SHRM without express written consent of SHRM. The Chapter shall not contract in the name of SHRM without the express written consent of SHRM.

ARTICLE II - PURPOSES

The purposes of the Chapter are:

- SECTION 1: to provide a forum for the personal and professional development of our members;
- SECTION 2: to provide an opportunity to develop leadership, managerial, public speaking, and group decision-making skills;
- SECTION 3: to provide an arena for the development of trust relationships where common problems can be discussed and deliberated;
- SECTION 4: to provide the opportunity to focus on current human resource management issues of important to our members;
- SECTION 5: to provide a focus on legislative attention to state and national human resource management issues;
- SECTION 6: to provide valuable information gathering and dissemination channels;
- SECTION 7: to provide a pool of human resource management leaders for perpetuation of the Chapter and of SHRM;
- SECTION 8: to serve as an important vehicle for introducing human resource management professionals to SHRM;

SECTION 9: to serve as a source of new members for SHRM; and

SECTION 10: to serve as part of the two-way channel of communications between SHRM and the individual members

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

- a. To be recognized world leader in human resource management;
- b. To provide high-quality, dynamic and responsive programs and service to our customers with interests in human resource management;
- c. To be the voice of the profession on human resource management issues;
- d. To facilitate the development and guide the direction of the human resource profession; and
- e. To establish, monitor, and update standards for the profession.

#### ARTICLE III – FISCAL YEAR

SECTION 1: The fiscal year of the chapter shall be the calendar year.

#### ARTICLE IV - POLICY OF COOPERATION

SECTION 1: The Chapter encourages free and open discussion of any subject pertaining to its purposes defined in Article II.

SECTION 2: The Chapter cooperates with other organizations having the same or similar purposes through joint committees appointed by the President.

#### ARTICLE V - MEMBERSHIP

SECTION 1: QUALIFICATION FOR MEMBERSHIP: The qualifications for membership in the Chapter are stated in the following Sections of this Article. To achieve the mission of the Chapter there shall be no discrimination in individual memberships because of race, religion, sex, age, national origin, disability, veteran's status genetic information, sexual orientation, or any other legally protected class. Memberships paid for by a company, may be transferred to another qualified employee within the company.

SECTION 2: APPLICATION OF POLICY: In keeping with the above statement of policy, all members are encouraged to actively participate in Chapter functions and activities.

SECTION 3: MEMBERSHIP REQUIREMENTS: Board review is required for any application that does not meet one of the following membership requirements.

- A) PROFESSIONAL MEMBERS. Professional members are limited to those individuals who are engaged in one or more of the following:
- i) majority responsibilities of job duties are in professional HR work; or practitioners of human resources management at the exempt level for at least three years; or
  - ii) certified by the Human Resource Certification Institute; or
  - iii) faculty member holding an assistant, associate or full professor rank in human resource management or any of its specialized functions at an accredited college or university and have at least three years of experience at this level of teaching; or
  - iv) full-time consultants with at least three years experience practicing in the field of human resource management; and/or
  - v) full-time attorneys with at least three years experience in counseling and advising clients on matters relating to the human resource profession.

Applicants not currently employed as the result of a recent job transition situation will be evaluated for membership on the basis of their most recent employment.

Members no longer employed in the Human Resource field could retain their membership provided they have worked in the field of Human Resources for three years and/or been a member of any local chapter for three years.

- B) DESIGNATED SHRM MEMBERS. Individuals who have current professional membership in the Society for Human Resource Management and who have designated the Jayhawk Chapter (#486) as their local affiliate.
- C) ASSOCIATE MEMBERS Individuals who do not meet the qualifications of the other classes of membership, but who demonstrate a bona fide interest in human resource management and the mission of the Chapter. Associate members may not vote or hold office in the Chapter.

SECTION 4: RIGHTS AND PRIVILEGES. All members of the Chapter shall have the right and privilege of attending regular meetings, participating in discussions and receiving copies of any proceedings and publications of the Chapter.

SECTION 5: VOTING. Each Professional member and Designated SHRM of the Chapter shall have the right to cast one vote on each matter brought before a vote of the membership and hold office in the Chapter. Associate members are not eligible to vote. Votes shall be tallied by an Ad Hoc Committee appointed by the Board of Directors.

SECTION 6: SHRM AFFILIATION. Membership in SHRM is encouraged. Additionally, in accordance with SHRM affiliate requirements, at least 30% of the Jayhawk Chapter Members must be members of SHRM and have designated the Jayhawk Chapter (#486) as their home chapter.

SECTION 7: APPLICATION FOR MEMBERSHIP. Application for membership shall be made in writing or electronically on a form provided by the Chapter. These forms shall also be completed for membership renewal.

SECTION 8: APPROVAL OF APPLICATIONS. The VP-Finance will receive all applications and money for membership. S/He will process and pass the application on to the VP-Membership. The VP-Membership shall review all applications received and notify the applicant of approval. Any application received where membership approval is in question, must be presented to the Board of Directors for decision. The VP-Finance will deposit the membership dues or return funds accordingly. The VP-Membership will ensure proper update of the Chapter membership database. Persons whose membership applications were not approved may petition the Board of Directors for a review of the application. New members shall be afforded full membership rights from the date of application approval by the Board of Directors or their designee.

SECTION 9: QUESTIONS OF MEMBERSHIP. A majority vote of present members at a Board of Directors' meeting shall resolve any question as to membership eligibility or membership status.

#### ARTICLE VI - DUES

SECTION 1: ANNUAL DUES: Annual Dues for all members shall be recommended by the Board of Directors prior to the mailing of renewal notices and voted upon by the majority of members present at any regular meeting.

- SECTION 2: PAYMENT OF MEMBERSHIP DUES: Annual dues for continuing local Chapter members shall become payable on January 1 of each year.
- SECTION 3: MEMBERSHIP SUSPENSION: Members whose dues become three months delinquent will be subject to suspension from all rights of membership. Upon majority affirmative vote of the Board of Directors present, any member may be suspended or dropped for non-compliance with this Constitution, By-Laws, or accepted standards of conduct.
- SECTION 4: RENEWAL STATEMENTS: The VP-Membership will send a renewal statement to each member during the fourth quarter for payment by January of the following year. Members whose dues become delinquent will receive a reminder notice before being removed from the chapter roster.

#### ARTICLE VII – MEMBER MEETINGS

- SECTION 1: REGULAR MEETINGS: Regular meetings shall be held at least nine out of twelve months per year. Meeting times and dates may be altered to meet the needs of speakers and/or the Chapter. Notifications of meetings shall be communicated on a monthly basis.
- SECTION 2: ANNUAL MEETINGS: The annual meeting of the members for electing Directors and Officers, and conducting other appropriate business shall be held in November or at such other time as determined by the Board of Directors.
- SECTION 3: SPECIAL MEETINGS: Special meetings of members shall be held on call of the President, the Board of Directors or by members having one-twentieth of the votes entitled to be cast at such meeting.
- SECTION 4: NOTICE OF MEETINGS: Notice of all special and annual meetings shall be given to all members at least ten days prior to the meetings. Notice of regular meetings shall be given to all members at least seven days prior to the meeting.
- SECTION 5: QUORUM: Members holding one-tenth of the votes entitled to be cast represented in person or by conference call, shall constitute a quorum. The vote of a majority of the members present at any meeting at which there is a quorum, either in person or by conference call, shall be necessary for the adoption of any matter voted on by the members, except to the extent that applicable state law may require a greater number.

#### ARTICLE VIII - OFFICERS AND BOARD OF DIRECTORS

- SECTION 1: OFFICERS: The officers of the Chapter's Board of Directors (also referred to as the "Board") shall consist of a President, a President-elect, Vice President of Membership, Vice President of Professional Development, Vice President of Communications, and Vice President of Finances, who shall hold office for one year or until their successors are qualified and elected. These officers shall perform the duties of their respective offices as defined in Article VII. Per SHRM Bylaws, the President must be a member in good standing of SHRM throughout the duration of his/her term of office. The Chapter shall pay SHRM membership dues for the President during his/her year in office unless that individual's employer already sponsors the president's SHRM dues. The Chapter shall waive Jayhawk Chapter dues for the President during his/her term of office.
- SECTION 2: BOARD OF DIRECTOR'S RESPONSIBILITIES: The Board of Directors shall be composed of the six elected officers of this Chapter as well as Core Leadership Area Directors (also referred to as the "Board of Directors"). The Board of Directors shall have and may exercise during intervals between meetings of the Chapter, all the powers necessary to carry out any business acted upon by the general membership at any legal

meeting, to take any action or perform any task properly directed by the members and to do any act in furtherance of the purposes and objectives of this Chapter unless specifically limited or prohibited by these By-Laws. The above authority shall include the right to expend funds of the Chapter for any purpose properly authorized by membership or necessary in carrying on the routine business of the Chapter. A Professional member in good standing may request the President to place on the agenda of the next regular Board of Directors meeting any action for consideration by the Board of Directors.

- SECTION 3: COMPOSITION OF THE BOARD OF DIRECTORS. Along with the Officers listed in Section 2 of this Article, the Board of Directors shall also include Core Leadership Area Directors and the Past President. These shall constitute the governing body of the Chapter. Additional Core Leadership Area Directors shall be nominated by the Board and elected from among the eligible membership as members of the Board of Directors, should new Core Leadership Areas be established by SHRM.
- SECTION 4: QUALIFICATION: All candidates for office must be qualified Professional or Designated SHRM Members of the Chapter in good standing at the time of nomination or appointment and for their complete term of office. In the event that the basis on which an officer was originally determined to be eligible for Professional or Designated SHRM Membership is changed after his/her election or during the term of office, such change may be considered by the Board of Directors as cause for disqualification as an officer. Per SHRM Bylaws, the President must be a current member in good standing of SHRM throughout the duration of his/her term of office.
- SECTION 5: NOMINATION AND ELECTION OF OFFICERS: The President with approval of the Board of Directors shall appoint a nominating committee at least one month prior to the Chapter's annual meeting. The committee shall present a slate of officers for approval by the membership. The slate of officers will be presented to the membership in print prior to the annual election. The slate of officers must be approved by a majority of the membership present at the annual meeting of the Chapter.
- SECTION 6: ELECTION - TERM OF OFFICE: All elected officers shall be chosen as provided in Section 5. Each officer shall assume office on January 1 of the year following election. To be considered for President-elect, a member must have served a full term as a Board member, if there are no candidates from the Board, candidates may then be chosen from the general membership. All officers except for President and President-elect and Website Administrator may hold each office for two consecutive terms. The President and President-elect may hold office more than once, providing they are not consecutive terms. Website Administrator is a position that is reviewed annually by the Board.
- SECTION 7: VACANCIES: Any vacancy in the Board may be filled for the remaining term by the President with consent of the Board of Directors.
- SECTION 8: QUORUM: A simple majority of the Board of Directors shall constitute a quorum for the transaction of business. The act of a majority of the Board of Directors present at any meeting at which there is a quorum, either in person or by conference call, shall be the act of the Governing Body, except to the extent that applicable state law may require a greater number. In addition, the Board of Directors may act by unanimous written consent for all voting members.
- SECTION 9: REMOVAL OF DIRECTOR OR OFFICER. Any Officer or Director may be removed from office, with cause, upon an affirmative vote of two-thirds of the entire Board of Directors at a duly constituted Board of Directors meeting. The Officer or Director shall be entitled to a due process hearing prior to any termination action being imposed.

## ARTICLE IX- DUTIES OF OFFICERS AND BOARD OF DIRECTORS

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

- SECTION 1: PRESIDENT: The President shall preside at the meeting of the members and of the Board of Directors. S/he shall direct the Chapter and shall have general charge and supervision of the affairs and business of the Chapter, subject to the ultimate management authority of the Board of Directors. S/he shall maintain liaison with SHRM and be a current member in good standing of SHRM throughout the duration of his/her term of office. At the end of the fiscal year, the president shall submit required documentation to SHRM. In addition the president shall serve as a voting member of the Kansas State Council. Expenses incurred related to Chapter activities are reimbursable, subject to annual Board vote.
- SECTION 2: PRESIDENT-ELECT: The President-elect assists the President as necessary and automatically assumes the office of the President the year following his/her term as President-elect or upon the resignation of the President. The President-elect attends the SHRM Leadership Conference. Transportation expenses for the President-elect to attend the Leadership Conference shall be paid by the Chapter, subject to Board vote. To assure the proper and businesslike conduct of this Chapter, the President-elect shall maintain all records of the Chapter and place in the hands of the newly elected President-elect all files of the Chapter, including copies of the Constitution and By-Laws, correspondence, inventories of Chapter assets etc. The President-elect will work closely with the Vice-President of Membership on recruitment activities and assist with all other Officer and Board member's duties as needed. In addition the President-elect performs other duties as directed by the President and the Board.
- SECTION 3: VICE PRESIDENT OF MEMBERSHIP. The VP-Membership coordinates the annual membership renewal process, new membership drive and general membership activities- particularly using SHRM resources as appropriate so that membership growth is encouraged. S/he presides over all membership committee meetings. S/he also maintains the official membership roster of the Chapter, which includes providing a Chapter roster and distributing it to the Chapter at least once a year. In addition the VP-Membership performs other duties as directed by the President and the Board.
- SECTION 4: VICE PRESIDENT OF PROFESSIONAL DEVELOPMENT. The VP-Programs coordinates programs and speakers for the monthly meetings. S/he presides over all professional development committee meetings. In addition the VP-Professional Development performs other duties as directed by the President and the Board.
- SECTION 5: VICE PRESIDENT OF COMMUNICATIONS. The VP-Communications publishes the Chapter's newsletter announcing meeting information, new members or other pertinent data, as well as distributing information about the Chapter to available media sources. In addition the VP-Communications shall perform other duties as directed by the President and the Board.
- SECTION 6: VICE PRESIDENT OF FINANCES. The VP of Finances shall be responsible for the financial affairs of the Chapter, including all required filings. The VP-Finances is responsible for all funds of the Chapter and deposits such funds in the name of the Chapter in such banks or other depositories as may be selected by the Board of Directors. S/he publishes a financial report in the newsletter on a regular basis in addition to coordinating the meeting reservations and arrangements. S/he is responsible

for the key to the PO Box and the annual change of names on the bank account as new officers come onto the Board. S/he receives and gives receipts for money due and payable to the Chapter from any source whatsoever and, in general, performs any other duties as may be assigned by the President and the Board.

SECTION 7: BOARD OF DIRECTORS. The Board directs the overall activities of the Chapter. It sees that established policies are carried out and proposes new policies as necessary for approval by the membership. It sees that programs and activities are consistent with the purposes of the Chapter.

A. Core Leadership Area (CLA) Directors: Core Leadership Area Directors shall have such powers and perform such liaison duties as the Board or the President may determine. The responsibility includes awareness sessions and initiatives in the particular CLA as determined by the President and the Board. He/she shall have the authority to appoint sub-committees to plan and implement the activities associated with the CLA for the year.

SECTION 8: PAST PRESIDENT:  
Past President: The Past President shall serve as an advisor to the President, and fulfill such duties as requested by the President and/or the Board.

SECTION 9: BOARD OF DIRECTORS QUORUM. A majority of the Board of Directors shall be required for conducting Chapter business.

#### ARTICLE X – COMMITTEES

SECTION 1: COMMITTEES: The establishment of both standing and ad-hoc committees shall be the right of the Board of Directors.

SECTION 2: COMMITTEE CHAIRPERSONS. Committee chairpersons may be appointed from the general membership by the Board as necessary. Each committee chairperson will form their own committees from the general membership. Special committees or task forces may be organized by the Board to meet particular Chapter needs.

SECTION 3: COMMITTEE ORGANIZATION. Committees in addition to the Nominating Committee are established by resolution of the Board of Directors.

SECTION 4: COMMITTEE ACTIVITY: Committees are established to provide the Chapter with special ongoing services, such as Membership, Programs, Professional Development, Communications, marketing/Public Relations, etc.

#### ARTICLE XI

Mail or electronic ballots can be used for the election of Directors provided the Chapter has had at least one in-person meeting that year.

#### ARTICLE XII – AMENDMENTS

SECTION 1: Amendments to the constitution may be proposed at any time by the membership provided that no such amendment shall be effective unless and until approved by the SHRM President/CEO or his/her designee as being in furtherance of the purposes of the SHRM and not in conflict with SHRM bylaws. Any motion to amend the bylaws shall

clearly state that it is not effective unless and until approved by the SHRM President/CEO or his/her designee. Any proposed amendments shall be submitted to the membership before they are acted upon.

SECTION 2: A majority of the members who are present at a scheduled meeting where a quorum exists shall be required for approval of any amendment.

#### ARTICLE XIII – CONTRACTUAL AGREEMENTS

CONTRACTUAL AGREEMENTS: Contractual agreements with individuals or organizations may only be undertaken following a majority vote of the Board of Directors, and development of a written description of the work to be performed, the length of the contract, the fee to be paid, and the reporting relationship of the contractor.

#### ARTICLE XIV – PARLIAMENTARY PROCEDURE

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

#### ARTICLE XV – STATEMENT OF ETHICS

The Chapter adopts SHRM's Code of Ethical and Professional Standards in Human Resource Management for members of the Chapter in order to promote and maintain the highest standards among our members. Each member shall honor, respect and support the purposes of this Chapter and of SHRM.

The Chapter shall not be represented as advocating or endorsing any issue unless approved by the Board of Directors. No member shall actively solicit business from any other member at Chapter meetings without the approval from the Board of Directors.

#### Article XVI – AMENDMENT OF BYLAWS

The bylaws may be amended by a majority vote of the members present at any meeting at which a quorum exists and in which required notice has been met, provided that no such amendment shall be effective unless approved by the SHRM President/CEO or his/her designee as being in furtherance of the purpose of SHRM and not in conflict with SHRM bylaws. Any motion to amend the bylaws shall clearly state that it is not effective unless and until approved by the SHRM President/CEO or his/her designee.

#### ARTICLE XVII – DISSOLUTION OF CHAPTER

The Chapter shall be dissolved upon the unanimous vote of the members of the Chapter. In addition upon dissolution of the Chapter all financial assets associated with Chapter 486, after chapter expenses have been paid, will be contributed to the Society for Human Resource Management Foundation.

#### ARTICLE XVIII – WITHDRAWAL OF AFFILIATED CHAPTER STATUS

Affiliated chapter status may be withdrawn by the President/CEO of SHRM or his/her designee as a representative of the SHRM Board of Directors upon finding that the activities of the Chapter are inconsistent with or contrary to the best interests of SHRM. Prior to withdrawal of such status, the Chapter shall have an opportunity to review a written statement of the reasons for such proposed withdrawal and an opportunity to provide the SHRM Board of Directors with a written response to such a proposal within a thirty (30) day period. In addition, when the Chapter fails to maintain the required affiliation standards as set forth by the SHRM Board of Directors, it is subject to immediate disaffiliation by SHRM. After withdrawal of Chapter status, the SHRM Board of Directors may cause a new Chapter to be



created, or, with the consent of the President/CEO of SHRM and the consent of the body which has had Chapter status withdrawn, may re-confer Chapter status upon such body.

ARTICLE XIX – TERMS USED

As used in these Bylaws, feminine or neuter pronouns shall be substituted for those of the masculine form, and the plurals shall be substituted for the singular number in any place where the context may require such substitution or substitutions.

Note: These revised bylaws are not effective until approved and signed by SHRM CEO or designee.

Ratified by the Membership of Chapter and signed by:

Mary McKelvie  
Chapter President

12/11/12  
Date

Approved by:

Laurie McQuosh  
SHRM President/CEO or President/CEO Designee

11/9/12  
Date

## Appendix I

### SHRM Code of Ethical and Professional Standards in Human Resource Management

#### **Society for Human Resource Management CODE PROVISIONS**

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**PROFESSIONAL RESPONSIBILITY**

##### **Core Principle**

As HR professionals, we are responsible for adding value to the organizations we serve and contributing to the ethical success of those organizations. We accept professional responsibility for our individual decisions and actions. We are also advocates for the profession by engaging in activities that enhance its credibility and value.

##### **Intent**

- To build respect, credibility and strategic importance for the HR profession within our organizations, the business community, and the communities in which we work.
- To assist the organizations we serve in achieving their objectives and goals.
- To inform and educate current and future practitioners, the organizations we serve, and the general public about principles and practices that help the profession.
- To positively influence workplace and recruitment practices.
- To encourage professional decision-making and responsibility.
- To encourage social responsibility.

##### **Guidelines**

1. Adhere to the highest standards of ethical and professional behavior.
2. Measure the effectiveness of HR in contributing to or achieving organizational goals.
3. Comply with the law.
4. Work consistent with the values of the profession.
5. Strive to achieve the highest levels of service, performance and social responsibility.
6. Advocate for the appropriate use and appreciation of human beings as employees.
7. Advocate openly and within the established forums for debate in order to influence decision-making and results.

#### **PROFESSIONAL DEVELOPMENT**

##### **Core Principle**

As professionals we must strive to meet the highest standards of competence and commit to strengthen our competencies on a continuous basis.

##### **Intent**

- To expand our knowledge of human resource management to further our understanding of how our organizations function.
- To advance our understanding of how organizations work ("the business of the business").

##### **Guidelines**

1. Pursue formal academic opportunities.
2. Commit to continuous learning, skills development and application of new knowledge related to both human resource management and the organizations we serve.
3. Contribute to the body of knowledge, the evolution of the profession and the growth of individuals through teaching, research and dissemination of knowledge.
4. Pursue certification such as CCP, CEBS, PHR, SPHR, etc. where available, or comparable measures of competencies and knowledge.

## ETHICAL LEADERSHIP

### Core Principle

HR professionals are expected to exhibit individual leadership as a role model for maintaining the highest standards of ethical conduct.

### Intent

- To set the standard and be an example for others.
- To earn individual respect and increase our credibility with those we serve.

### Guidelines

1. Be ethical; act ethically in every professional interaction.
2. Question pending individual and group actions when necessary to ensure that decisions are ethical and are implemented in an ethical manner.
3. Seek expert guidance if ever in doubt about the ethical propriety of a situation.
4. Through teaching and mentoring, champion the development of others as ethical leaders in the profession and in organizations.

## FAIRNESS AND JUSTICE

### Core Principle

As human resource professionals, we are ethically responsible for promoting and fostering fairness and justice for all employees and their organizations.

### Intent

To create and sustain an environment that encourages all individuals and the organization to reach their fullest potential in a positive and productive manner.

### Guidelines

1. Respect the uniqueness and intrinsic worth of every individual.
2. Treat people with dignity, respect and compassion to foster a trusting work environment free of harassment, intimidation, and unlawful discrimination.
3. Ensure that everyone has the opportunity to develop their skills and new competencies.
4. Assure an environment of inclusiveness and a commitment to diversity in the organizations we serve.
5. Develop, administer and advocate policies and procedures that foster fair, consistent and equitable treatment for all.
6. Regardless of personal interests, support decisions made by our organizations that are both ethical and legal.
7. Act in a responsible manner and practice sound management in the country(ies) in which the organizations we serve operate.

## CONFLICTS OF INTEREST

### Core Principle

As HR professionals, we must maintain a high level of trust with our stakeholders. We must protect the interests of our stakeholders as well as our professional integrity and should not engage in activities that create actual, apparent, or potential conflicts of interest.

### Intent

To avoid activities that are in conflict or may appear to be in conflict with any of the provisions of this Code of Ethical and Professional Standards in Human Resource Management or with one's responsibilities and duties as a member of the human resource profession and/or as an employee of any organization.

### Guidelines

1. Adhere to and advocate the use of published policies on conflicts of interest within your organization.
2. Refrain from using your position for personal, material or financial gain or the appearance of such.
3. Refrain from giving or seeking preferential treatment in the human resources processes.
4. Prioritize your obligations to identify conflicts of interest or the appearance thereof; when conflicts arise, disclose them to relevant stakeholders.

## USE OF INFORMATION

### Core Principle

HR professionals consider and protect the rights of individuals, especially in the acquisition and dissemination of information while ensuring truthful communications and facilitating informed decision-making.

### Intent

To build trust among all organization constituents by maximizing the open exchange of information, while eliminating anxieties about inappropriate and/or inaccurate acquisition and sharing of information

### Guidelines

1. Acquire and disseminate information through ethical and responsible means.
2. Ensure only appropriate information is used in decisions affecting the employment relationship.
3. Investigate the accuracy and source of information before allowing it to be used in employment related decisions.
4. Maintain current and accurate HR information.
5. Safeguard restricted or confidential information.
6. Take appropriate steps to ensure the accuracy and completeness of all communicated information about HR policies and practices.
7. Take appropriate steps to ensure the accuracy and completeness of all communicated information used in HR-related training.