

**WISCONSIN STATE COUNCIL  
POLICIES/PROCEDURES AND HISTORY 5/01**

The Wisconsin Council represents human resource professionals in the State of Wisconsin and is supported through the National Society for Human Resource Management (SHRM) a non-profit professional association founded in 1948.

**SHRM NATIONAL  
MISSION STATEMENT**

To become the recognized world leader in human resource management by:

- Providing high quality, dynamic and responsive services and products to our members/customers.
- Becoming the voice of the profession of SHRM issues to business, government and the media.
- Establishing, monitoring and updating standards for the profession.

**SHRM STATE COUNCIL MISSION**

- To be the recognized state leader in HR management.
- To bring the Society closer to home.
- To add value to SHRM membership.

**SHRM STATE STRUCTURE**

The SHRM Wisconsin State Council was formed in 1987. The State Council is an extension of National SHRM headquarters in Alexandria, Virginia. The purpose of the Council is to add value to SHRM membership by offering additional programs and services to State Members. A State Director that is elected by the State Council heads the Council.

**CURRENT AND PAST STATE DIRECTORS**

2001 -	Helen Englebert
1999 – 2000	Diane Hamilton, SPHR
1997 – 1998	Connie Rank-Smith, SPHR, CEBS
1995 – 1996	Mary Oelstrom, SPHR
1993 – 1994	Nora Werra, SPHR
1991 – 1992	Geri Dresen, SPHR
1989 – 1990	Dale Scharinger, SPHR
1987 – 1988	Barbara Moberg, SPHR

## **CHAPTERS/MEMBERS**

**SHRM AFFILIATED CHAPTERS:** Professional Human Resource organizations affiliate to SHRM by fulfilling the following requirements:

- Chapters abide by and operate within the SHRM Code of Ethics and SHRM National Bylaws.
- Chapter presidents must be members of national SHRM.
- Chapters complete and submit the annual Chapter Activity Plan.
- Chapters maintain the affiliation membership standards.

The affiliation standards require that a chapter must have a minimum of 10 SHRM national members and 30% of their membership must be SHRM members. For example, a chapter size of 30 total members must have a minimum of 10 SHRM members. However, a chapter of 50 total members must have a minimum of 15 ( $50 \times .30 = 15$ ) SHRM members.

**NON-AFFILIATED CHAPTERS/GROUPS:** There are various non-affiliated human resource professional organizations in the state. These groups very well may have SHRM members as part of their organizations but the chapter does not qualify for affiliation with SHRM. We strive to serve these organizations and the SHRM members they represent. We work to encourage non-affiliated chapters to affiliate with SHRM and the State Council.

**AT LARGE MEMBERS:** Members of SHRM who are not a member of a SHRM affiliated Chapter are considered members at large. The State Council represents all at-large members as well as SHRM chapter members.

**DISTRICTS:** Wisconsin is divided into four districts.

### **AFFILIATED CHAPTERS**

HRMA (Milwaukee)  
Blackhawk (Janesville/Beloit)  
Jefferson County  
Greater Madison Area

Fond Du Lac County  
Fox Valley  
Sheboygan  
Lakeshore Area (Manitowoc)  
Green Bay Area

### **SOUTH:**

Walworth County

### **EAST:**

Dodge County  
Marinette-Menomonee

### **NON-AFFILIATED GROUPS**

NORTH:

Central Wisconsin (Wausau)  
Area  
Stevens Point

Marshfield

Rhineland  
Wisconsin Rapids

WEST:

Chippewa Valley (Eau Claire)  
LaCrosse

**VISIBILITY OF SHRM AND STATE COUNCIL**

We are continually striving to increase the visibility of the state Council and SHRM. In order to do this, consistency in our message is important. The following are some guidelines to accomplish this:

1. All council correspondence and memos should be on State Council stationery and envelopes.
2. The following SHRM information should be available at all State Council events, on tables, in a folder, in programs, etc.
  - SHRM application, member benefit lists.
  - Council brochure, list of Council Members
  - Letter/Welcome from State Director when appropriate
3. SHRM nametags should be used at all State Council events and programs.
4. HRCI certification should be used in the following ways:
  - In event promotional brochures/flyers.
  - In introductions
  - On correspondence
  - On lists of program attendees
  - On meetings
  - In new releases
5. The state Council wall banner and/or podium banner should be used at all State Council events and programs.

Promotion of SHRM and HRCI are essential ingredients in marketing the professionalism of our organization.

**Activities/Events/Programs**

**SHRM STATE CONFERENCE**

The conference is normally held during the month of October. The conference is designed to provide Human Resource professionals with an opportunity for development and education at a reasonable cost. The locations have been chosen on a basis of proximity to Wisconsin population centers. Willingness of the SHRM chapter in the chosen location is also a factor in the final site selection. The 2001 State conference is scheduled for the Milwaukee area.

## **DISTRIBUTION OF CONFERENCE PROFITS AND LOSSES**

Profits and Losses from SHRM State Conference will be distributed as follows:

50%	State Council
20%	Chapters represented by Co-Chairs
20%	Divided between the chapters represented by the Committee Chairs. Amount divided by the number of chairs. This is not to include the Past State Director or the State Council Secretary/Treasurer.
10%	Sponsoring Chapter

## **STATE LEADERSHIP CONFERENCE**

A State Leadership Conference will be held once each year. The purpose of the Leadership Conference is to bring together Chapter and State SHRM leaders for training in their respective positions. It also gives these leaders an opportunity to learn from the successes and failures others have experienced. The results achieved have been increased cohesiveness and improved problem solving for SHRM leadership at all levels in Wisconsin.

## **STATE LEGISLATIVE CONFERENCE**

A Legislative Conference will be held every spring. The purpose of this conference is to educate attendees on legislative activities and provide the opportunity for attendees to meet and talk to state legislators.

Funds from this conference are used to:

1. Reimburse a representative from Wisconsin to attend the National Legislative Conference. This representative will be the Legislative Director or a designated representative committee or the State council.
2. To provide funds to meet the objectives of the legislative committee. (See Legislative Committee Policies and Mission)

## **BADGER BASH**

The Wisconsin State Council sponsors a reception at the SHRM national conference for Wisconsin attendees of the conference.

The purpose of the Badger Bash is to promote Wisconsin HR unity and develop networking throughout Wisconsin, provide attendees the opportunity to meet other Badgers they can associate with during the conference and to promote Wisconsin nationally as the SHRM Council with the highest visibility.

The Badger Bash committee solicits sponsors to underwrite the costs of this reception.

## **SPEAKERS DIRECTORY**

The Council has a speakers directory that is distributed to all chapters and interested members. This directory is compiled as a service to our members. It is a source of recommended speakers on relevant HR topics.

## **JOB NETWORK**

This service is offered to any HR professional. Each affiliated and non-affiliated chapter may choose to participate by assigning an individual to act as a contact for job referrals by either individuals looking for a job or companies looking for HR professionals. There is no charge for this service.

## **SHRM NEWSLETTER (SHRMessenger)**

The State Council publishes a newsletter that is distributed to all SHRM members in the state. This newsletter is published 2 to 3 times per year and highlights special events and articles.

## **FUNCTIONAL GROUPS**

The Council sponsors functional groups in HR specialties. At this time we have functional groups in Certification, Diversity, Foundation, College Relations, HR Games and School to Work. HR professionals with these specialties serve as a resource to other individuals around the State. Special programs, training and promotions are planned around these interest groups.

## **FINANCIAL PROCEDURES**

### **EXPENDITURE OF FUNDS**

Expenditures for conferences and major Council activities will be authorized through the budget process. The State Council will approve the budget by March 1 of each calendar year.

The Treasurer is responsible for preparing the financial report of the past year's revenue and expenses and making recommendations to the State Director for the upcoming budget. An interim report is due in December of each year and the State Council Budget is to be presented to the Council no later than March 1<sup>st</sup> of each year.

Expenditures incurred by State Council members when on Council business will be reimbursed if their employer or their chapter does not cover them. The request for reimbursement will be submitted to the State Director for approval and then forwarded to the Treasurer for payment.

## **TRAVEL EXPENSE POLICY**

State Director's expenses to be paid are as follows:

1. Expenses for all chapter meetings and council events in Wisconsin
2. Area III meetings.
3. National Leadership Conference.
4. National Conference.
5. Lodging, Meals, and Travel for Wisconsin Council SHRM conferences. Registration fees are waved.
6. Miscellaneous expenses such as phone and postage costs.

The State Council will budget up to \$1000 each year to pay some of the expenses of State Council members to attend the National Leadership Conference, the National Conference, and meetings of National committees to which they may belong including area III meetings if their employer or local chapter will not fund these activities. These expenses will be incurred at the discretion of the State Director.

The Legislative Committee and the State Conference Committee are responsible for submitting a budget on a timely basis to the State Council for approval.

## **SHRM DISCOUNT FOR COUNCIL EVENTS**

Effective 4/93 the Wisconsin State Council voted to give a discount for National SHRM members that attend Wisconsin State Council events. This discount applies to national members only. Individuals who belong to chapters and are not national members can become eligible for these discounts by becoming a national SHRM member.

## **TAXES AND INSURANCE**

The Treasurer is responsible for filing all tax forms and is custodian of the Liability Insurance Policy the Council carries to cover Council activities.

## **STUDENT CHAPTERS AND STUDENT MEMBERS**

SHRM acknowledges that students are an investment in the future of the Human Resource Profession. Therefore, the State Council works to provide support to students in the form of:

- The State Council will provide \$200 to the Student Chapter sponsoring the annual Spring Student Conference upon receipt of a Conference Budget and a recommendation by the College Relations Director.
- Student fees will be kept to a minimum for all State Council Activities. They should not exceed the cost of meals provided.
- Students who work at a conference for a minimum of 5 hours will not pay a fee to attend the conference.
- The State Council tries to provide funds for students to attend the National SHRM Conference.