



State Recruiters' Round Table Bylaws

Adopted November 19, 2015

Article I. Name

Section 1. The name of the organization shall be the State Recruiters' Round Table (SRRT).

Article II. Mission

Section 1. It is the mission of the SRRT, to provide the State of California Human Resource Professionals a forum to share industry best practices.

The organization accomplishes its mission by:

- Collaborating and pooling resources.
- Providing technical recruitment training to its membership to raise their level of recruitment professionalism.
- Developing and implementing joint strategies to efficiently and effectively execute broad based recruitment plans for hard-to-recruit classifications and geographical areas.
- Conducting and supporting state-sponsored career fairs.
- Developing and implementing joint programs to promote the State of California as a viable employer.
- Exchanging information on recruitment sources, strategies and methods that have attained effective recruitment results.
- Sharing recruitment-related displays, brochures and materials.
- On an ongoing basis, continue to encourage and coordinate final filing dates with important recruitment events to increase departmental recruitment effectiveness.
- Pursue projects that coincide with the State's desire to achieve a workforce that reflects the diverse working population and relevant labor force.
- Delivering continuous information on industry best practices and tools and resources to help improve recruitment strategies.

Article III. Membership

A. Members:

1. The members of this organization shall be any State of California civil service professional who wishes to collaborate and promote public service in California.
2. They become members by self-selection and active participation.

- B. Privileges and Responsibilities of Membership:
 - 1. Voting: Each member is entitled to one vote.
 - 2. Privileges: Each member shall be entitled to all services of the organization.
 - 3. Participation: Each member shall be entitled to participate in all organizational events.

Article IV. Membership Meetings

- A. The general meetings of the membership will be held six times each year. Notification of meetings shall be made at least one month prior to each meeting.
- B. The Executive Committee shall meet once a month as directed by the Chairperson.
- C. The Chairperson may call other meetings.
- D. Quorum: At all meetings of the organization, a quorum shall consist of 15 members.

Article V. Officers

Section 1. Authority: Subject to the right of the members to set goals and general policy of the SRRT, the affairs of the SRRT are administered by the Executive Committee.

Section 2. Executive Committee: The Executive Committee consists of the Chairperson and elected members.

Section 3. Officers and Duties: The officers of the SRRT are Advisor, Chairperson, Vice-Chairperson, Chairperson of the Program Committee, Chairperson of the State Sponsored Career Fair Committee, Treasurer, Secretary, Parliamentarian and Past Chairperson (Ex-Officio).

- A. Advisor. Shall be the California Department of Human Resources (CalHR) State Recruiter, or other CalHR designated person, who shall have responsibility to provide technical recruitment and maintain a flow of information concerning recruitment-related activities to the members of the SRRT.
- B. Chairperson. Shall be a representative from a department involved in recruitment function whose responsibility shall be to provide direction for the agenda, preside over the general meetings, appoint committees, call and chair meetings of the Executive Committee, receive reports from the various standing committees, represent the SRRT at required meetings and functions, and report all activities and recommendations to the membership. The Chairperson shall serve a term of two years. This will provide the various recruiters an opportunity to chair the meetings, plan and implement activities and provide a departmental direction for the SRRT.

- C. Vice-Chairperson. Shall act for, and in place of, the Chairperson at the latter's request or during his/her absence or disability, and shall perform such other duties assigned by the Chairperson. Term of office shall be two years.
- D. Chairperson of the Program Committee. Shall convene regular meetings of the committee to plan recruitment training and related activities and, after receiving concurrence, schedule the training and/or program activity. Term of office shall be one year.
- E. Chairperson of the State-sponsored Career Fair Committee. Shall convene subcommittee meetings as required to carry out the various career fair functions and shall report back recommendations and activities to the General Membership and/or Steering Committee. Chairpersons of the Logistics, Publicity, Outreach, Orientation and Workshop Subcommittees will work under the direction of the Chairperson, State-sponsored Career Fairs; The State-sponsored Career Fair Committee shall provide oversight and assistance to locally organized career fair committees. This provides an opportunity for local recruiters away from Headquarters, to develop their skills in organizing major focused recruitment events. The term of office shall be two years.
- F. Treasurer. Shall be the custodian of the funds of the SRRT and shall deposit them in a financial institution approved by the Executive Committee. Issues and signs checks in payment of SRRT bills which are properly chargeable against an approved appropriation or otherwise authorized by the Executive Committee, and presents the checks to the Chairperson or alternate for countersignature. Maintains appropriate accounting and other financial records. Prepares financial reports for presentation at SRRT and Executive Committee meetings and at such time as directed by the Chairperson. The term of office shall be one year.
- G. Ex-Officio. The past Chairperson shall serve on the Executive Committee as an Ex-Officio member for the term of two years.
- H. Secretary. Shall schedule meeting locations, provide notice of meetings and prepare/disseminate agenda, and cause the minutes to be taken at all meetings. The term of office shall be one year.
- I. Parliamentarian. The Chairperson shall have the option to appoint a parliamentarian who shall ensure meetings are conducted following the Roberts Rules of Order.

Section 4. Elections: Officers shall be elected annually prior to the beginning of each fiscal year by the members at one of the regular meetings. Elections shall be by ballot and a majority of the votes cast or by a slate if there is only one candidate for each position.

Section 5. Vacancies Mid-term: In the event of a vacancy, a two-week notification shall be required of all elected members. The Chairperson shall have responsibility for

appointing a member to serve the duration of the term. Such appointments shall be subject to Executive Committee approval until an election can be held.

Article VI. Committees

The Chairperson, subject to the approval of the organization, shall appoint such standing, special, or ad hoc committees as may be required by the bylaws, as he or she finds necessary. Committee Chairpersons shall be appointed by and responsible to the Chairperson.

A vacancy in a Committee Chairperson position shall be filled by appointment of the Chairperson of the organization with input from the outgoing Committee Chairperson.

Article VII. Parliamentary Authority

The rules contained in Robert's Rules of Order, Revised, shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with the bylaws or the special rules of order of the organization.

Article VIII. Policies

This organization shall abide by all applicable policies instituted by the State of California.

Article IX. Amendments

These bylaws may be amended by a vote of two-thirds of the members of the organization present at any regular meeting or at a special meeting called for that purpose. The membership shall be notified of adopted bylaw amendments by the most feasible means.