

Last updated 03-20-17; approved 03/2017

## **LASHRM Policies**

### **New Member Perquisites**

New LASHRM members will receive a certificate upon membership approval for complimentary attendance to an upcoming LASHRM program/meeting as a welcome to the organization. The certificate is valid for a one-time use during the first three months following membership approval (valid for use at a normal monthly program/meeting; not valid for use at non-monthly programs or events such as conferences or symposiums).

### **Membership & Leadership Perquisites**

#### *Members Who Obtain Certification:*

LASHRM Regular Members in good standing are eligible for reimbursement for 1/2 the HRCI (PHR/SPHR/GPHR) or SHRM (SCP/CP) certification exam fees and reimbursement of up to \$50 in study materials when you pass the examination. Substantiation of certification must be provided to receive reimbursement along with receipt of payment. Reimbursement is limited to one time per calendar year. If the material(s) or exam fee(s) were paid for in whole or in part by a second party, reimbursement will be adjusted accordingly to reflect personal out-of-pocket expenses. If you need additional clarification, please contact the chapter Certification Chair.

### **Volunteer Leaders**

Volunteering to serve in a leadership capacity for the chapter comes with many benefits. Tangible benefits include:

#### *All LASHRM Board Members:*

- Free local dues
- Free WISHRM State Conference registration reimbursement with the provision of staffing at least one volunteer slot at the WISHRM conference.
- Free WISHRM Leadership Conference registration reimbursement.
- Volunteer Leader Discount for the Annual SHRM Conference.
- Rewarding Regular's Card
- Free registration to LASHRM Symposium
- If receive Early Bird rate for State Conference, the pre-conference fee would also be included as reimbursable if board member wanted to attend

#### *President*

- If you successfully fulfill the three roles of the presidency (President-Elect, President, and Past-President) and the chapter earns SHRM's Excel Award Gold designation during your Presidency, you will receive reimbursement for professional development activities for up to \$2,000 for activities that occur within the first two calendar years after serving as Past-President.
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- Mileage and up to one night's lodging at State Leadership meeting and State Legislative conference, if it is a significant distance
- Free national SHRM dues.

### President-Elect

- Registration to the SHRM Leadership Conference, including coach airfare reimbursement of up to \$300 of the amount not reimbursed by WISHRM, and one additional hotel night reimbursement at the conference hotel (not covered by WISHRM reimbursement). To be used as in-coming President-Elect. (Note: SHAPE Gold award requires chapter representation by president or president-elect; Silver award allows for representation by another Board member).
- Mileage and up to one night's lodging at State Leadership meeting and State Legislative conference, if it is a significant distance

### Legislative Committee Chair

- Reimbursement for registration to an annual WISHRM sponsored Legislative Conference.
- One night hotel will be reimbursed when the conference starts prior to 9 am and is located 60 or more miles (one-way) from La Crosse.

### State Conference Co-Chair

- Reimbursement for professional development activities up to \$2,000 for activities that occur within the first two calendar years after serving as Conference Co-Chair.

### **Mileage**

Mileage reimbursement will occur according to current IRS rates for the following roles if reimbursement is not received via other means (i.e. his/her employer, State Council):

- President, or designee – for attendance to State Council meetings
- Legislative Committee Chair – for attendance to an annual State Council sponsored Legislative Conference.
- State Conference Co-Chair & Committee Members – for attendance at pre-conference planning meetings held separate from/not in conjunction with conference events.

### Paid Event Guidelines

If a member or guest is unable to attend a paid event, they will be given a refund if LASHRM is notified prior to the registration deadline.

### Website

Job Postings: Positions related to the human resource field may be posted on the LASHRM website. Postings will be limited to 30 days and may be renewed on a monthly basis until the position is filled.

- HR Internships for companies with a LASHRM member in good standing – **FREE**
- Job postings for companies with a LASHRM member or other regional SHRM chapter member in good standing - **\$50.00** *Proof of membership and payment must accompany regional SHRM Chapter job submission prior to posting*
- HR Internships and Job Postings for companies with no LASHRM member - **\$75.00**

### **LASHRM Promotions & Marketing Policy (Updated Nov. 2016)**

Events related to the human resource or business field may be added to the newsletter and LASHRM Website. Each submission is subject to review and approval by an officer of the LASHRM Board of Directors prior to posting. Event promotion will be limited to 30 days and may be renewed based on the event date. In addition,

LASHRM will place event information in the commercial powerpoint which runs prior to each meeting. The following schedule of costs will be followed when promoting an event:

SHRM Related Events: i.e. businesses directly related to LASHRM or its work as an affiliate of SHRM - Day on the Hill, WI SHRM State Conference, HR Games, events being held by other SHRM chapters (inclusive of student chapters) - no cost.

- ***Non-Profit Event that is free of charge: no cost***
- ***For-Profit Event with no LASHRM member: \$50***
- ***For-Profit Event with LASHRM member: \$25***
- ***For-Profit Event with other Regional SHRM member: \$25 Proof of membership and payment must accompany regional SHRM Chapter advertising submission prior to posting***

Event promotion will be limited to 30 days and may be renewed based on the event date. LASHRM encourages people and organizations to use social media sources, i.e. friend LASHRM on Facebook, follow LAHRM on Twitter and/or join on LinkedIn to share events and educational offerings of interest to HR professionals with our followers.