



## Black Hills Society for Human Resource Management



### Code of Ethics

#### Members of the Black Hills Society for Human Resource Management pledge to:

- Maintain the highest standards of professional and personal conduct.
- Strive for personal growth in the field of human resource management.
- Support the Society's goals and objective for developing the human resource management profession.
- Encourage employers to make fair and equitable treatment of all employees a primary concern.
- Instill in the employees and the public a sense of confidence about the conduct and intentions of employer.
- Maintain loyalty to the employer and pursue its objectives in ways that are consistent with the public interest.
- Uphold all laws and regulations relating to employer's activities.
- Refrain from using an official position, either regular or volunteer to secure special privilege, gain, or benefit for personal use.
- Maintain the confidentiality of privileged information.
- Improve public understanding of the role of human resource management.

As a member of BSHSRM, I espouse the Code of Ethics, thereby assuring public confidence in the integrity and service of human resource management professionals. This Code of Ethics for members of BSHSRM has been adopted to promote and maintain the highest standards of personal conduct and professional standards among its members.

*(NOTE: Your membership in BSHSRM is for you as an individual and will transfer with you if you change employment.)* Your membership information is automatically provided to the South Dakota Society for Human Resources and the National Society for Human Resource Management.

#### Meeting Pre-Payment Policy

BSHSRM offers its members the option to pre-pay for the entire calendar year's membership meetings in one easy payment. In order to participate, pre-payment must be received on or before the January membership meeting date. *Late payments will be accepted, however the price will remain the same and will not be pro-rated if received late.*

**2016 Pre-Payment Amount: \$120** (\$15 savings)

Members will be still be required to RSVP monthly for each meeting, otherwise a lunch will not be available. If a member is unable to attend a meeting and must cancel the reservation, no refund will be given nor will substitutions be accepted. Pre-payment for BSHSRM meetings is for the individual and will transfer with the member if there is a change in employment.



## **Black Hills Society for Human Resource Management**



### **Meeting Cancellation Policy**

Individuals that register for a monthly BSHSRM meeting are able to cancel without penalty if notification is sent to [bhshrm.treasurer@gmail.com](mailto:bhshrm.treasurer@gmail.com) 5 business days prior to the event (i.e. For a Tuesday meeting, cancellations must be received a week prior on Tuesday no later than 11:59pm). After this deadline, participants will be charged the applicable member or non-member rate for the meeting. However, substitutions can be sent in the registered individual's place as long as 1) An email notification of the change has been sent to [bhshrm.treasurer@gmail.com](mailto:bhshrm.treasurer@gmail.com), and 2) the substitute pays the non-member rate if applicable. No changes to meal preferences can be accommodated if after the deadline and BSHSRM will not be responsible for finding substitutes.

### **Meeting Registration Policy**

Membership meetings are held on a monthly basis. The cost to attend will be based on the rate for BSHSRM Members and Non-Members published on the event page. In order to receive the Member rate, an annual membership application and payment for the membership dues must be received and approved by the Board of Directors prior to the meeting. Any attendee that has not done the following will be considered a Non-Member and charged the applicable rate.

The deadline to register and attend the monthly meeting is 2 calendar days prior to the event date (i.e. For a Tuesday meeting, registration must be received no later than Sunday at 11:59pm). At each meeting, we provide lunch/breakfast free of charge to attendees. However, due to the deadline for the food vendor we use, all meal preferences must be received no later than 5 business days prior to the event (i.e. For a Tuesday meeting, meal preferences must be received a week prior on Tuesday no later than 11:59pm). Any registrations received after this deadline cannot be guaranteed meal options.

### **Unpaid Balances**

Any members with unpaid balances as of November 30<sup>th</sup> will need to ensure proper payment in order to renew membership and be considered a member in good standing. Questions regarding any balances should be directed to the treasurer ([bhshrm.treasurer@gmail.com](mailto:bhshrm.treasurer@gmail.com)).