



**University of Manitoba Human Resource Association**

***Revised May 24, 2009***

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### ***Preamble***

The University of Manitoba Human Resource Association (UMHRA) was created with the purpose of uniting students interested in the dynamic and evolving field of human resource management (HRM). As an organization focused on linking students to the business community, UMHRA's goals are:

- To provide members with the opportunity to network with leaders in the human resource (HR) field.
- To give members the knowledge and skills necessary for a successful transition into the business world.
- To understand the practical application of HR theory to organizational practices.

Through close relationships with professional organizations, UMHRA continues to provide its members with unique and engaging developmental opportunities and events.

### ***Article I – Name of Student Group***

The group's official name is the University of Manitoba Human Resource Association, referred to by the acronym UMHRA.

### ***Article II – Purpose***

UMHRA is an I.H. Asper School of Business student group, committed to providing learning and career opportunities for students who are interested in entering the discipline of Human Resource Management.

### ***Article III – Membership***

Membership to UMHRA is targeted towards students with majors in HRM at the I.H. Asper School of Business. However, all students with an interest in the discipline within the faculty and the University of Manitoba are welcome to join.

In order to become a member, a student must first register with the organization and pay his or her membership dues. From this point, that student will be notified and encouraged to participate in all UMHRA meetings and events.

The benefits of being an UMHRA member differ for students who are enrolled in the I.H. Asper School of Business. These members will receive the following additional entitlements:

- A free HRMAM membership and access to the services contained therein for those who have declared Human Resources as their major.
- Use of all services and supplementary resources provided by the Career Development Center (CDC).
- Scholarship opportunities.
- Right to run for the executive.
- Voting rights.

Possession of these privileges is considered a full membership.

### ***Article IV – Governing Structure***

The UMHRA governing structure consists of full members only. These members will have the right to vote and run for the positions of President, Vice President, Comptroller, Information Technology Director, and Director of Marketing.

Changes in the governing structure are at the discretion of the incoming executive body. The approval of the outgoing executive members as well as the faculty advisor is strongly recommended.

## ***Article V – Expectations of Executive and Non-Executive Members***

This article is a listing of the suggested duties and responsibilities of the UMHRA executive and non-executive members. Any duties or responsibilities may be subject to change, and other duties may be assigned at the discretion of the President and Vice President.

### **President** (Maximum – 1 Position):

- Directs operations by meeting the objectives of UMHRA.
- Directs fundraising and sponsorship efforts.
- Oversees all other positions and the fulfillment of their duties.
- Acts as the primary contact with the professional organizations involved with UMHRA.
- Acts as a liaison with the Commerce Students' Association and other student groups.
- Organizes and directs group meetings.
- Improves upon and creates events.
- Ensures and promotes member participation in UMHRA events.
- Actively recruits new members.
- Creates a transition report to deliver to the incoming executive by the end of the academic year.

### **Vice President** (Maximum – 1 Position):

- Assists the President to meet the objectives of UMHRA.
- Assists fundraising and sponsorship efforts.
- Acts as a liaison with UMSU.
- Acts as a liaison with community groups and businesses.
- Aids in the organization and direction of group meetings.
- At the end of his or her term, facilitates a member satisfaction survey.
- Assists in the improvement and creation of events.
- Ensures and promotes member participation in UMHRA events.
- Actively recruits new members.
- Assists in the creation of a transition report to deliver to the incoming executive by the end of the academic year.

### **Comptroller** (Maximum – 1 Position):

- Responsible for handling all monetary matters related to the organization.
- Creation of the preliminary budget.
- Records all incoming financial support, including donations.
- Tracks all ongoing expenses and revenues related to the organization.

- Facilitates all ticket sales and relevant cash flows.
- Ensures and promotes member participation in UMHRA events.
- Actively recruits new members.
- Assists in the creation of a transition report to deliver to the incoming executive by the end of the academic year.

**Director of Information Technology** (Maximum – 1 Position):

- Responsible for fulfilling all duties related to information technologies for the organization.
- Creates, maintains, and updates the UMHRA website.
- Creates all computer-related materials as needed by the organization, including, but not limited to, PowerPoint presentations, future website maintenance, and database management.
- Takes responsibility for rental and operation of all audio/visual equipment at meetings and events.
- Ensures and promotes member participation in UMHRA events.
- Actively recruits new members.
- Assists in the creation of a transition report to deliver to the incoming executive by the end of the academic year.

**Director of Marketing** (Maximum 1 – Position):

- Creates and distributes promotional materials.
- Acts with the Commerce Students' Association to promote and schedule UMHRA events.
- Organizes classroom speeches to recruit new members and to promote organizational activities.
- Responsible for booking booths, classrooms, and any other spaces related to promotions or monthly meetings.
- Coordinates all charity activities.
- Ensures and promotes member participation in UMHRA events.
- Actively recruits new members.
- Assists in the creation of a transition report to deliver to the incoming executive by the end of the academic year.

**Non-Executive Members** (No Maximum):

- Attend and participate in UMHRA meetings and events.
- Volunteer to assist executive members as needed.
- Actively recruit new members.

If any member of the executive council fails to sufficiently fulfill his or her duties as outlined in this document, then he or she may be

dismissed. In order for this to take place, the following criteria must be met:

- There must be evidence of progressive discipline.
- The individual in question must have signed a form stating the acceptance of these responsibilities.
- All members of the executive must unanimously agree on the decision.
- Approval of the faculty advisor is heavily recommended.

### ***Article VI – Elections***

The electoral process of UMHRA is such that elections will be held annually in March for the positions of President, Vice President, Comptroller, Director of Information Technology and Director of Marketing. The executive council will hold their positions for the period of September to March, when elections for the upcoming year are held.

Each full member will be given one vote. Those students applying to the I.H. Asper School of Business for the following academic year will also be eligible to vote and run for the executive. Also, the members of the outgoing executive, as well as those running for positions, are also permitted to vote.

In the event that there is only 1 applicant for a position, the outgoing executive council is obligated to notify the member base. If following this there are additional applicants for a position, then the electoral process will begin as normal, otherwise the initial applicant will be appointed by default. Every appointment of incoming executive(s) will occur at the discretion of the outgoing executive council.

It should be noted that upon election, the President and Vice President may amalgamate their positions and operate in a Co-President capacity. Thus, the duties of the President and Vice President listed previously will be shared equally between the two individuals.

### ***Article VII – Meeting Schedule***

UMHRA will hold a general meeting on a monthly basis. If previously agreed upon meeting times cannot be met due to changing factors, meetings will be rescheduled with at least 48 hours notice given to members.

UMHRA agrees to meet at least 6 times during the academic year, in addition to previously scheduled events such as the Corporate Wine and Cheese. Executive has the authority to change meeting dates and content if necessary.

### ***Article VIII – Enactment and Amendment***

Any amendments to UMHRA's constitution will be made at the discretion of the President and Vice President. Feedback from UMHRA members and the faculty advisor is strongly encouraged and should be given serious consideration.

### ***Executive 2009 - 2010***

President: Shailos Levreault  
Email Address: shailos\_15@hotmail.com

Co-President: Rimma Pilat  
Email Address: [rimmapilat@gmail.com](mailto:rimmapilat@gmail.com)

Comptroller: Aaron Petrin  
Email Address: umpetri5@cc.umanitoba.ca

Information Technology Director: Jannilee Traa  
Email Address: umtraa@cc.umanitoba.ca

Director of Marketing: Katie Higham  
Email Address: katehigham@shaw.ca