

Human Resources Alliance: Constitution

Article 1: Name of Organization

1.1 The official name of the organization will be Human Resources Alliance at the University of Toronto Scarborough.

1.2 The Human Resources Alliance will often be referred to by the acronym HRA.

Article 2: Purpose

2.1 The Human Resources Alliance will connect students who share an interest in Human Resources and provide these students with opportunities for professional, academic, and social growth in the field of Human Resources.

2.2 While supporting those who already have an interest in Human Resources, Human Resources Alliance will aim to increase and broaden student interest in the field of Human Resources on campus.

2.3 The Human Resources Alliance will enhance the educational environment of the University of Toronto Scarborough by fostering the professional development of students through various initiatives, promoting the Human Resources Management Specialist Stream, and developing the skills of our students to prepare them for the professional Human Resources industry.

2.4 The Human Resources Alliance fundamentally serves a non-profit function within the University of Toronto Scarborough, and will not engage in activities that are essentially commercial in nature.

2.5 The Human Resources Alliance operates as an independent entity working within the University of Toronto Scarborough community subject to the values and policies of the University.

Article 3: Membership

3.1 Membership in Human Resources Alliance is open to all students, staff, faculty and alumni of the University of Toronto Scarborough.

3.2 The term of membership for the Human Resources Alliance will be specified by MESA and DOM each year.

3.3 Each member shall be afforded the following rights through membership in HRA:

3.3.1 The right to participate and vote in group elections and meetings;

3.3.2 The right to communicate and to discuss and explore all ideas;

3.3.3 The right to organize and engage in activities or events that are reasonable and lawful;

3.3.4 The right to freedom from discrimination on the basis of sex, race, religion, or sexual

orientation;

3.3.5 The right to distribute on campus, in a responsible way, published material provided that it is not unlawful;

3.4 Each member shall possess the following responsibilities relative to participation in Human Resources Alliance:

3.4.1 Support the purpose of the organization;

3.4.2 Uphold the values of the organization;

3.4.3 Contribute constructively to the programs and activities offered by the organization;

3.4.4 Attend general meetings;

3.4.5 Abide by the constitution and subsequent official organizational documents;

3.4.6 Respect the rights of peers and fellow members;

3.4.7 Abide by University of Toronto policies, procedures, and guidelines;

3.4.8 Abide by the Laws of the Land, including but not limited to the Criminal Code of Canada.

3.5 The Human Resources Alliance values and respects the personal information of its members. The Human Resources Alliance secures its member's information at all times and will not supply names or other confidential information to third-parties.

3.6 The Human Resources Alliance will protect the privacy of member information and must use it only for the delivery of service and not for commercial gain.

Article 4: Responsibilities

4.1 The Senior Executives of the organization shall include the Co-Presidents, the VP of Operations & Finance, the VP of Internal Strategy, the VP of Marketing, and the VP of Partnerships.

4.2 The broad responsibilities of each executive position are as follows:

4.2.1 The Co-Presidents are the official spokespeople of the organization and provide direction for all components of the organization in a manner consistent with the organization's constitution, policies, and mission statement.

4.2.2 The Vice-President of Operations and Finance will manage the planning and execution of all club initiatives that provide students with opportunities to build relevant professional skills. He/ she/ they will also manage the organization's finances which will include developing budgets, managing cash flow, and submitting funding requests as required. Initiatives will typically include networking events, socials, information sessions, and case competitions. The VP of Operations and Finance will manage a team of Directors/ Associates who will work under them to plan and execute events.

4.2.3 The Vice-President of Partnerships will oversee all outreach and partnerships with external stakeholders, including securing sponsorships for club initiatives. Stakeholders may include the Management DSA (MESA), all other organizations under the Department of Management, the

Department of Student Life (DSL), the Human Resources Professional Association (HRPA), Alumni, firms in the professional industry, etc.

The VP of Partnerships will manage a team of Directors/ Associates who work under them to build and manage all partnerships outside the Human Resources Alliance.

4.2.4 The Vice-President of Marketing oversees all branding, advertising, and promotion of club initiatives, including the creation and implementation of all marketing and communication material. This includes managing all marketing campaigns including print marketing (flyers and posters), digital marketing (social media, maintaining the club site), and promotion on campus (boothing/ tabling).

The VP of Marketing will manage a team of Directors/ Associates who will work under them to execute all promotion, marketing, and communication initiatives for the Human Resources Alliance.

4.2.5. The Vice-President of Internal Strategy oversees the projects (events) done by HRA, including delegating tasks, mitigating project risks and ensuring that the projects stay on route. They are responsible for overseeing all internal member-related activities, including skill-building activities, performance appraisals, scheduling meetings and ensuring a safe and positive work environment.

4.3 The Senior Executive positions collectively will form a team that acts as the primary steward of the organization.

4.4 The Senior Executive Team cannot make amendments to the constitution without the approval of the Human Resources Alliance team members at a valid team meeting.

4.5 The term of the Presidents and each Senior Executive, Director, and Associate will be specified by MESA and DOM each year.

Article 5: Hiring

5.1 Individuals who want to contest for the position of Co-President must fill out an application. The decision will be made solely by the outgoing Presidents.

5.2 An application will be released for VPs, Directors, and Associates. We will follow the exact process that MESA determines. As for ranking the applicants, Presidents choose VPs. VPs choose Directors and Associates for their departments. However, Presidents have the authority to veto any selections.

5.3 The selection process will be conducted in confidentiality and all information will be maintained solely between the Presidents

5.4 The hiring process will be conducted in an equitable and impartial manner.

Article 6: Terminations & Strike Policy

6.1 The process for removing a member must be initiated by at least one (1) Senior Executive or the President. This should determine that:

6.1.1 An executive has engaged in unlawful actions or activities;

6.1.2 An executive has violated the constitution;

6.1.3 An executive has violated University of Toronto policies, procedures, or guidelines;

6.1.4 An executive has violated the rights of a fellow member;

6.1.5 An executive has not fulfilled their organizational responsibilities;

6.1.6 Other criteria deemed to be appropriate by the President in consultation with the Senior Executive Team.

6.2 Any member of the organization may resign, provided that such resignation is made in writing and delivered to the Presidents.

6.3 If an executive position becomes vacant, either voluntarily or involuntarily, the Vice-President of that department will decide whether to wait until the next hiring season. In that case, the team will internally manage tasks in the interim. If an immediate replacement is needed, the Presidents will request MESA to make an exception to allow us to hire off-season.

6.4 If the President resigns, notice of such resignation must be submitted in writing. There will be an internal election to decide whether the replacement will be selected through internal team promotion based on voting, by the remaining Co-President choosing someone to step up, or by the outgoing President appointing someone on their way out.

6.5 The President must address all complaints in writing by formulating an action plan and timeline to correct any issues involving executives within fourteen (14) calendar days.

6.6 A strike policy will be implemented. Upon receiving a third strike, the member will be required to leave the Human Resources Alliance. Strikes may be initiated by any member but must be delivered by a Senior Executive and require the approval of the Presidents.

Article 7: Finances

7.1 The funds of the organization shall be expended pursuant to the operating budget approved by the Senior Executive Team according to the funding allocated by the Department of Management (DOM).

7.6 The annual budget proposal shall be determined by the Senior Executives and President, and finalized by the date specified by MESA and DOM.

7.8 The banking business of the organization, or any part thereof, shall be transacted with such bank, trust company or other firm or body corporate as the President may designate, appoint or authorize from time to time and all such banking business, or any part thereof, shall be transacted on the organization's behalf by one or more Senior Executive member or other persons as the President may designate, direct or authorize from time to time and to the extent thereby provided.

7.9 A Senior Executive shall be the sole signing authority of banking instruments for the organization.

7.10 Human Resources Alliance will ensure that proper and accurate financial records are maintained and passed on to incoming executives following each year's elections.

7.11 Human Resources Alliance will accept full financial and production responsibility for all activities it sponsors, plans, or executes.

Article 8: General Meetings

8.1 The purpose of general meetings is to provide a forum for the organization's executives to discuss and make decisions on day-to-day matters affecting the organization.

8.2 General meetings will be facilitated by the Presidents and/ or Internal Strategy department of the organization. The President and/or Internal Strategy members shall be responsible for:

8.2.1 Formulating and presenting an agenda for each meeting;

8.2.2 Ensuring appropriate conduct and leading the meeting in an efficient, reasonable manner;

8.2.3 Moderating the discussion at meetings according to the agenda;

8.3.2 Aside from general team meetings, Senior Executives may hold meetings pertaining solely to their Director/ Associate team, to discuss matters pertaining particularly to the specific department/ function of Human Resources Alliance.

8.3.3 Senior Executive members will communicate the dates and times of these meetings as they see fit.

8.4 The frequency of general meetings will be weekly. Any changes to this structure will be left to the discretion of the executive committee.

8.6 Attendance is mandatory and the default assumption is that every member will be present. Except in emergency situations, members are expected to give a minimum 24 hour notification along with reason of absence for team meetings.

8.7 Minutes of all meetings will be recorded and maintained for reference purposes.

8.8 Questions at an Executive Meeting shall be decided by a show of hands.

8.9 Whenever a vote by show of hands occurs, a declaration by the President that the vote has been carried, carried by a particular majority, or failed shall be recorded in the minutes of the meeting.

Article 10: Transition

10.1 All outgoing executives are required to transfer all organizational resources used relative to a particular role over the course of the preceding year to new executives upon leaving the position.

10.2 All outgoing executives are responsible for providing a detailed report to incoming executives that stipulates the status of ongoing projects in their portfolio and evaluations of

previous projects and programs that they lead.

10.3 Outgoing executives are expected to offer their support as advisors and will assist in refining the focus and implementation of the clubs operations by using their experience to create improvements and innovation.

Article 11: Food Handling on Campus

11.1 The Human Resources Alliance will conform to Provincial and Municipal Health Regulations when events which include the sale and/or service of food products are held on the University of Toronto Scarborough campus.

Article 12: Precedence of University Policies

12.1 Human Resources Alliance will abide by all pertinent University of Toronto policies, procedures, and guidelines. Where the University's policies, procedures, and guidelines conflict with those of Human Resources Alliance, the University's policies, procedures, and guidelines will take precedence.

Article 13: Legal Liability

13.1 The University of Toronto Scarborough does not endorse Human Resources Alliance's beliefs or philosophy nor does it assume legal liability for the group's activities on or off campus.

Article 14 : Banking

14.1 Human Resources Alliance agrees to provide the name of the bank, the branch number and address, transit number, bank account number, and a list of all signing officers for all bank accounts opened in the organization's name to the Department of Student Life, University of Toronto Scarborough.

Article 15: Amendments

15.1 The organization may make, amend or repeal the constitution or certain sections therein.

15.2 Notice of a meeting called to consider such a resolution shall be given as follows:

15.2.1 Notice of the full text of the proposed constitutional amendment shall be given to each member prior to the change

15.2.2 A summary of the rationale for the proposed amendment shall be given to each member prior to the change.

15.3 Amendments to the constitution require the approval of two-thirds of the members in the

team