



John Molson Human Resources and Management Association

John Molson School of Business

Concordia University

Constitution 2017/2018

## Article I – Name of the Organization

John Molson Human Resource and Management Association hereinafter referred to as the “Association”, or by its acronym “JHMA”.

## Article II – Objectives

### Section 2.01

The primary objectives of JHMA shall be to:

- Promote JMSB’s HR and Management programs as a leading Anglo-saxophone university program.
- Act as a liaison between JMSB and the industries of Management and HR
- Represent HR and Management students for all related activities.
- Create events, workshops, and activities that enhance the educational, professional and social environment of JHMA’s students.
- Build and maintain relationships within the HR and Management faculty and within the department.
- Be the primary link between JMSB ad the Order (ORHRI) for HR students in particular.
- Provide and promote the CHRP designation as well as the Order to JMSB HR students

## Article III – The Executive Structure

### Section 3.01

- The President
- The Vice-President Executive
- The Vice-President Finance
- The Vice-President Academic x 2
- The Vice-President of Events x 2
- The Vice-President of External Affairs x 2
- The Vice-President of Internal Affairs
- The Vice-President Marketing
- The Assistant Vice- President of Marketing
- First Year Representative x 2

### Section 3.02

The President has the sole authority to expand the positions listed in article 4.1, create additional positions not listed in the Constitution, or to merge positions listed in the Constitution. Such positions shall vary according to the needs of the association.

### Section 3.03

Executive positions are opened to all JMSB students.

### Section 3.04

Two-thirds of the executive positions must be filled by students with a major or minor in HR or Management.

### Section 3.05

The positions of President & VP Academics must be filled by HR or Management major students only.

### Section 3.06

The overall duties of all executives include:

- Attending all meetings and events.
- Providing a certain amount of office hours during which they will perform work for the Association and be available to members.
- Providing an annual written report to the Executives at the end of the term.

## Article IV – The Executive Officers Responsibilities & Authorities

### Section 4.01

The President shall:

- Act as spokesperson and official representative of JHMA.
- Oversee all activities of JHMA and act as its primary point of contact.
- Act as a liaison between the Executive and the CASA Board of Directors
- Attend departmental meetings.
- Oversee the daily operations of the Association.
- Uphold the constitution alongside the VP of Internal Affairs.
- Attend meetings of the CASA Board of Directors, or appoint a representative from the JHMA executive to attend their place.
- Act as the primary signing officer of JHMA.
- Submit a monthly written report on the activities of JHMA to the CASA BOD.
- Provide an Annual Strategic Plan that includes a list of his/her position-specific as well as the overall Subsidiary goals and objectives to which he/she will be held accountable and which must be formally accepted at the August BOD meeting.

### Section 4.02

The Executive Vice-President shall:

- Provide support, guidance and work collaboratively with the President in managing and leading the JHMA's executive team.
- Act on behalf of the President in his/her absence.
- Build and maintain a positive and professional relationship with Hospitality Concordia, the CASA executive team and VP Executives from other associations.
- Abide by the University's rules and regulations and ensure information is effectively communicated to the team.
- Act as a Booking Officer to ensure that University space are booked in advance for events and related activities.
- Ensure that JHMA's scheduled events are recorded in the CASA calendar; and communicate to the team of other associations' scheduled events.
- Ensure all executives have the required resources for each project.
- Propose, plan, coordinate and execute team bonding activities.
- Attend all CASA meetings related to VP Executive and communicate information to the team.

### Section 4.03

The Vice-President of Finance shall:

- Manage JHMA's finances to ensure adequate funding for organized events.
- Create and adjust JHMA's annual budget to project/calculate revenues and expenses.
- Track and record revenues and expenses and maintain transparency in JHMA finances.
- Attend finance review meetings to account for the state of finances for JHMA in front of the Finance review committee
- Work collaboratively with VP External team in regards to sponsorships and budgets.
- Ensure alignment of budget with VP Events team for organized events and additional logistics.
- Attend all CASA meetings related to VP Finance and communicate information to the team.

### Section 4.04

The Vice-President of Internal Affairs shall:

- Ensure a strong understanding of each executive's roles and responsibilities in order to conduct job analysis to create and maintain updated job descriptions.
- Plan, source and seek out potential candidates to meet JHMA's recruitment needs.
- Pre-screen resumes, identify top candidates, conduct interviews and collaborate with President to select potential executives and volunteers.
- Ensure smooth integration of new executives and turnover of former executives from one year to the next.
- Proactively maintain JHMA's LinkedIn accounts to build the association's network and brand awareness.
- Record JHMA meeting minutes.
- Work collaboratively with VP Marketing to:
  - Ensure recruitment needs are advertised through social media outlets.
  - Provide updated and relevant information for JHMA's website.

### Section 4.05

The Vice-President of Marketing shall:

- Creatively encourage student engagement in social media accounts and ensure media posts are timed for maximum exposure.
- Effectively promote JHMA events through various media outlets.
- Design and create promotional materials for events and other JHMA's activities.
- Design, create and publish monthly newsletters and maintain database of mailing list.
- Create and maintain a database of advertising and promotional contacts.
- Work collaboratively with VP External team to ensure sponsorship commitments are met.
- Ensure content is up-to-date and relevant on website by continuously communicating with VP Internal Affairs and VP Academics.
- Work collaboratively with the VP Events team to align all marketing and advertising for JHMA events and activities.
- Attend all CASA meetings related to VP Marketing and communicate information to the team.

### Section 4.06

The Assistant Vice-President of Marketing shall:

- Manage and actively update JHMA's social media accounts.
- Effectively promote JHMA events through various media outlets.
- Creatively encourage student engagement in social media accounts and ensure media posts are timed for maximum exposure.
- Respond to the emails addressed to [info@jmhra.com](mailto:info@jmhra.com)
- Report to VP Marketing.
- Attend all CASA meetings related to VP Marketing and communicate information to the team.

#### Section 4.07

The Vice-President of Academics shall:

- Act as the Order's University Ambassador to sustain a prosperous relationship with CRHA for HR students and secure annual sponsorships.
- Attend all required meetings and events by the Order as a representative of JHMA on behalf of HR students.
- Present to HR students, the process of attaining the CRHA designation on behalf of the Order as well as respond to students' inquiry.
- Represent JHMA and the student body of Human Resources Management at all Management Faculty meetings.
- Build and maintain professional relationships with Concordia professors to ensure updated database as well as keeping them informed of JHMA's activities/events.
- Work collaboratively with the VP Events team to ensure success on organized events.
- Attend all CASA meetings related to VP Academic and communicate information to the team.

#### Section 4.08

The Vice-President of Events shall:

- Work collaboratively with the other executives as well as members of the events team to plan, organize and execute JHMA's events.
- Communicate event concepts to VP Marketing in order to effectively promote planned events.
- Work collaboratively with the VP External team to ensure company attendance, sponsorship, speakers and attendees for each event.
- Establish and ensuring maintaining of budget through continual meetings with VP Finance.
- Collaborate with other associations/clubs to organize events.
- Attend all CASA meetings related to VP Events and communicate information to the team.

#### Section 4.09

The Vice-President of External Affairs shall:

- Actively search, proactively secure and maintain professional relationships with our sponsors.
- Work collaboratively within the VP External team to seek out, complete applications and secure grants.
- Create and continuously update JHMA's sponsorship package and sponsor contracts.
- Build and manage relationship with CASA, other subsidiaries, associations/clubs at Concordia, as well as other Universities' VP Externals.
- Maintain and manage an updated database of external contacts.
- Ensure budget alignment through effective communication with VP Finance
- Work collaboratively with VP Marketing to ensure sponsors receive appropriate media coverage stated in their contracts.
- Attend all JHMA meetings and events
- Attend all CASA meetings related to VP External and communicate information to the team.

#### Section 4.10

The First-Year Representative shall:

- Promote JHMA and attract new members (primarily first year students) to support our initiatives and engage with our social media accounts.
- Liaison between first year HR students and JHMA in order to promote upcoming events and actively encourage attendance.
- Work collaboratively with the VP External team to seek out and secure financial sponsors.
- Work alongside the VP Events team to ensure success on organized events.

- Work with VP Academic to sustain a prosperous relationship with the CRHA on behalf of HR students and attend Management Faculty Department meetings as requested.
- Support other members of the executive team with their responsibilities as requested.

#### Section 4.11

##### Other Duties & Privileges:

- The duties of each executive, as outlined each executive may be asked to perform.
- Each executive shall have the right to access the JHMA office business and will be entitled to a key for that purpose.
- Each Executive shall be responsible in keeping the office hours assigned to them; if for any reason an Executive cannot keep those hours, a notice of 48 hours is needed.
- Each Executive shall have the right to delegate their responsibilities to another member with notice to the President and the member's agreement.
- Each executive shall have the right to resign from their position by providing the President with a formal written notice five school days prior to official resignation.

### Article V – Dismissal from Office

#### Section 5.01

The President of JHMA may resign or be removed from his/her position in accordance with Article 20 of the CASA Constitution.

#### Section 5.02

Each executive shall have the right to resign from their position by providing the President with a formal written notice five university days prior to official resignation.

#### Section 5.03

Any Executive may be dismissed from the office by the President if it is deemed they have neglected their duties as outlined in this Constitution, or as outlined in a list of obligations signed by the Vice President in question when taking office (as per their mandate).

### Article VI – Appointment of Executive Officers & Elections

#### Section 6.01

The President of the association shall be elected through the CASA election held every year or approved by a General Meeting of CASA's members should the position be vacant following an election.

#### Section 6.02

All new executive positions will be filled by the person whom, after having met with the current President, new President and current Executive filling that position is unanimously selected.

#### Section 6.03

The Vice Presidents and Assistant Vice-Presidents of the association shall be appointed by the incoming President.

## **Article VII – Terms of Mandate**

### **Section 7.01**

The fiscal year shall officially commence on May 1st of the given year, and terminate on April 30th of the following year. There will be a probationary period that applies to all Vice-Presidents and Directors until September 1st of the given year.

## **Article VIII – Replacement, Removal and Impeachment Procedures**

### **Section 8.01**

The elected President may be impeached in the following way:

- A two-thirds majority vote at a general assembly especially convened for that purpose.

### **Section 8.02**

The general assembly for the impeachment of the President can only be called by the Executive Vice-President or CASA's Board of Directors.

### **Section 8.03**

The replacement of the impeached President will be determined by a two-thirds majority vote by the Executives.

### **Section 8.04**

Before an executive can be impeached, he/she must have received before the Executives meeting:

- A first verbal warning, which must be recorded and signed by both the concerned Executive and the President.
- A second warning in a formal writing which must be signed by both the concerned Executive and the President.

### **Section 8.05**

The impeachment of an Executive must be carried out during an Executives meeting with the offenses of the concerned Executive presented to the Executive team. The Executive team will then vote whether or not to carry forth with the removal from office. The decision will be done by a two-thirds majority vote by secret ballot.

### **Section 8.06**

The Executive Vice-President shall fill in for the position of the impeached executive until a new executive is elected by a two-thirds majority vote of the Executive team.

## **Article IX – General Assembly**

### **Section 9.01**

All General Assembly are to be officially announced five school days prior to the actual meeting and must be properly advertised.

### **Section 9.02**

The General Assembly of Members shall be held solely for the following purposes:

- End of year financial report and summary of the year's activities.
- The impeachment of the President.

## **Article X – Interpretation and Alteration of this Constitution**

### **Section 10.01**

This constitution shall be reviewed annually by the Executive team.

### **Section 10.02**

In the case of any dispute of appeal relating to this constitution, the authority to rule upon such a dispute or appeal shall be granted to the JHMA President.

### **Section 10.03**

Any changes to this constitution must be approved by a simple majority vote of the Executive prior to being brought to CASA’s Board of Directors or its Policy Committee for ratification.

## **Article XI – CASA Constitution**

### **Section 11.01**

Where items are not defined in this Constitution or there are inconsistencies with the official CASA governance documents, the latter shall take precedent.