



**New Member Packet  
2008-2009  
Program Year**

**[www.hrmastl.org](http://www.hrmastl.org)**





*“Advance the profession; serve the professional.”*

Congratulations on your decision to become involved with our friendly and knowledgeable community of area HR professionals and the people who support us.

You will have amazing opportunities to develop valuable relationships and make close friends. We seek to create an environment that makes the process of developing your skills and enhancing your knowledge a fun and rewarding experience.

I encourage you to make the most of things by getting involved and volunteering on any one of our numerous committees. In my opinion, it is the fastest way to meet new people and learn about the many ways HRMA can meet your needs.

Sincerely,

*Mason Duchatschek*

Mason Duchatschek  
HRMA St. Louis Chapter President

# **Chapter ByLaws of the Human Resource Management Association Of Greater St. Louis**

Revised: March 2007

## **ARTICLE 1 NAME AND AFFILIATION**

*Section 1.1: Name.* The name of the Chapter is Human Resource Management Association of Greater St. Louis (herein referred to as the "Chapter"). It is registered in this name as a not-for-profit corporation in the State of Missouri. To avoid potential confusion, the Chapter will refer to itself as HRMA St. Louis (Chapter name) and not as SHRM or the Society for Human Resource Management.

*Section 1.2: Affiliation.* The Chapter is affiliated with the Society for Human Resource Management (herein referred to as "SHRM").

*Section 1.3: Relationships.* The Chapter is a separate legal entity from SHRM. It shall not be deemed to be an agency or instrumentality of SHRM or of a State Council, and SHRM shall not be deemed to be an agency or instrumentality of the Chapter. The Chapter shall not hold itself out to the public as an agent of SHRM without express written consent of SHRM. The Chapter shall not contract in the name of SHRM without the express written consent of SHRM.

## **ARTICLE 2 PURPOSE**

The purposes of this Chapter, as a non-profit organization, are:

- i. to provide a forum for the personal and professional development of our members;
- ii. to provide an opportunity to develop leadership, managerial, public speaking and group decision-making skills;
- iii. to provide an arena for the development of trust relationships where common problems can be discussed and deliberated;
- iv. to provide an opportunity to focus on current human resource management issues of importance to our members;
- v. to provide a focus for legislative attention to state and national human resource management issues;
- vi. to provide valuable information gathering and dissemination channels;
- vii. to provide a pool of human resource management leaders for perpetuation of the Chapter and of SHRM;
- viii. to serve as an important vehicle for introducing human resource management professionals to SHRM;
- ix. to serve as a source of new members for SHRM; and
- x. to serve as part of the two-way channel of communications between SHRM and the individual members.

The Chapter supports the purposes of SHRM, which are to promote the use of sound and ethical human resource management practices in the profession and:

- a. to be a recognized world leader in human resource management;
- b. to provide high-quality, dynamic and responsive programs and service to our customers with interests in human resource management;
- c. to be the voice of the profession on human resource management issues;
- d. to facilitate the development and guide the direction of the human resource profession; and
- e. to establish, monitor and update standards for the profession.

### **ARTICLE 3 FISCAL YEAR**

The fiscal year of the Chapter shall be the fiscal year beginning July 1<sup>st</sup> and ending June 30th.

### **ARTICLE 4 MEMBERSHIP**

*Section 4.1: Qualifications for Membership.* The qualifications for membership in the Chapter shall be as stated in Sections 4.3, 4.4, 4.5 and 4.6 of this Article. To achieve the mission of the Chapter there shall be no discrimination in individual memberships because of race, religion, sex, age, national origin, disability, veteran's status, or any other legally protected class.

*Section 4.2: Non-transferability of Membership.* Membership in the Chapter is neither transferable nor assignable.

*Section 4.3: Individual Membership.* Membership in the Chapter is held in the individual's name, not an organization with which the member is affiliated.

*Section 4.4: Regular Members.* Regular membership shall be open to those individuals who are engaged as one or more of the following: (a) the profession or practice of human resource management at any level; (b) certified by the Human Resource Certification Institute; (c) faculty members holding an assistant, associate or full professor rank in human resource management or any of its specialized functions at an accredited college or university; and/or (d) individuals in transition within the practice of human resource management. Regular members may vote and hold office in the Chapter.

*Section 4.5: Vendor/Consultant Members.* Vendor/Consultant membership shall be open to those individuals who are engaged as one or more of the following: (a) full-time consultants practicing in the field of human resource management; (b) full-time attorneys in counseling and advising clients on matters relating to the human resource profession; (c) individuals who work for vendor firms that have an interest in the human resource management profession; and/or (d) those individuals who do not meet the qualifications of the other classes of membership, but who demonstrate a bona fide interest in human resource management and the mission of the Chapter. Vendor/Consultant members may vote and hold office in the Chapter.

*Section 4.6: Student Members.* Individuals who are (a) enrolled as full-time students, at freshman standing or higher; (b) enrolled in the equivalent of at least twelve (12) credit hours; (c) enrolled in a four-year or graduate institution and/or a consortium of these or a two-year community college with a matriculation agreement between it and a four-year college or university which provides for automatic acceptance of the community college students into the four-year college or university; (d) able to provide verification of a demonstrated emphasis in human resource management subjects, and (e) able to provide verification of the college or university's human resources or related degree program. Student members may not vote or hold office in the Chapter.

*Section 4.7: Application for Membership.* Application for membership shall be on the Chapter application form. All applications shall be reviewed by the Vice President of Membership and approved by the Board of Directors or their designee. The concentration of the membership shall be such that no more than twenty percent (20%) are in the Vendor/Consultant member category. The Board of Directors reserves the right to decline Vendor/Consultant member applications if, by accepting the member application, the concentration of Vendor/Consultant members exceeds twenty percent (20%). New members shall be afforded full membership rights from the date of application approval by the Board of Directors or their designee.

*Section 4.8: Voting.* Each Regular and Vendor/Consultant member of the Chapter shall have the right to cast one vote on each matter brought before a vote of the members. Student Members are not eligible to vote. Votes shall be tallied by an Ad Hoc Committee appointed by the Board of Directors.

*Section 4.9: Dues.* Annual membership dues shall be established for the next year by the Board of Directors prior to the mailing of renewal notices. Resignation, expulsion or other voluntary or involuntary withdrawal from the Chapter shall not be accompanied by any refund of dues or other monies, nor shall it relieve the resigning or expelled member from payment of dues or other monies which became payable while the member was in good standing.

## **ARTICLE 5 MEMBER MEETINGS**

*Section 5.1: Regular Meetings.* Regular meetings of the members shall be held on the third Wednesday of the month for the months of September, October, November, January, February, March, April and May or as otherwise determined by the Board of Directors.

*Section 5.2: Annual Meetings.* The annual meeting of the members for electing Directors and Officers, and conducting other appropriate business shall be held in May or at such other time as determined by the Board of Directors.

*Section 5.3: Special Meetings.* Special meetings of members shall be held on call of the President, the Board of Directors or by members having one-twentieth of the votes entitled to be cast at such meeting.

*Section 5.4: Notice of Meetings.* Notice of all special and annual meetings shall be given to all members at least ten days prior to the meetings. Notice of regular meetings shall be given to all members at least seven days prior to the meeting.

*Section 5.5: Quorum.* Members holding one-tenth of the votes entitled to be cast represented in person or by conference call, shall constitute a quorum. The vote of a majority of the members present at any meeting at which there is a quorum, either in person or by conference call, shall be necessary for the adoption of any matter voted on by the members, except to the extent that applicable state law may require a greater number.

## **ARTICLE 6 BOARD OF DIRECTORS**

*Section 6.1: Power and Duties.* The Board of Directors (also referred to as the "Board") shall manage and control the property, business and affairs of the Chapter and in general exercise all powers of the Chapter.

*Section 6.2: Officers.* The following shall be members of the Board of Directors and shall be Officers of the Chapter: President, President-Elect, Vice President of Administration, Vice President of Membership, Vice President of Programs, Vice President of Communications, Vice President of Development and Vice President of Workforce.

*Section 6.3: Composition of the Board of Directors.* Along with the Officers listed in Section 6.2 of this Article, the Board of Directors shall also include the Past President. All Core Leadership Areas established by SHRM shall be represented by Officers listed in Section 6.2 of this Article. Should new Core Leadership Areas be established by SHRM, those shall be represented by current Officers of the Chapter until a new Officer position is created and elected according to procedures specified in Section 6.5 of this Article. These shall constitute the governing body of the Chapter.

*Section 6.4: Qualifications.* All candidates for the Board of Directors must be Regular or Vendor/Consultant members of the Chapter in good standing at the time of nomination or appointment and for their complete term of office. Per SHRM Bylaws, the President must be a current member in good standing of SHRM throughout the duration of his/her term of office. The Chapter also requires that the President-Elect be a current member in good standing of SHRM throughout the duration of his/her term of office. The Chapter further encourages that each Board member be a current member in good standing of SHRM throughout the duration of his/her term of office.

*Section 6.5: Election - Term of Office.* Officers shall be elected by the members at the annual meeting of the membership from the proposed slate of the nominating committee appointed by the Board of Directors at the beginning of each election year. Each elected Officer and Director shall assume office on July 1 following his/her election and shall hold office for one year or until his/her successor is elected and takes office. Officers and Directors may not be elected to serve more than two (2) consecutive terms in the same position and may serve in no more than three (3) Officer/Director positions before selection as President-Elect.

*Section 6.6: Vacancies.* Any vacancy in the Board may be filled for the unexpired term by appointment of the President with the consent of the Board of Directors.

*Section 6.7: Quorum.* A simple majority of the total Board of Directors shall constitute a quorum for the transaction of business. The act of a majority of the Board of Directors present at any meeting at which there is a quorum, either in person or by conference call, shall be the act of the Governing Body, except to the extent that applicable state law may require a greater number. In addition, the Board may act by unanimous written consent of all voting members.

*Section 6.8: Board of Directors' Responsibilities.* The Board of Directors shall transact all business of the Chapter except as prescribed otherwise in these Bylaws or other governing instruments of the Chapter. A Professional member in good standing may request the President to place on the agenda of the next regular Board of Directors meeting any action for consideration by the Board of Directors.

*Section 6.9: Removal of Director and Officer.* Any Officer or Director may be removed from office, with cause, upon an affirmative vote of two-thirds of the entire Board of Directors at a duly constituted Board of Directors meeting. The Officer or Director shall be entitled to a due process hearing prior to any termination action being imposed.

## **ARTICLE 7**

### **DUTIES AND RESPONSIBILITIES**

The responsibilities of each member of the Board of Directors shall be as outlined in the position descriptions maintained by the Vice President of Administration and distributed to the Chapter Board. The position descriptions are subject to change as deemed necessary by the President and/or the Chapter Board.

*Section 7.1: The President.* The President shall preside at the meetings of the members and of the Board (minimum of nine (9) per year). He/she shall direct the Chapter and have charge and supervision of the affairs and business of the Chapter, subject to the ultimate management authority of the Board of Directors. He/she shall maintain liaison and be a current member in good standing of SHRM during his/her entire term of office.

*Section 7.2: The President-Elect.* The President-Elect, at the request of the President or in his/her absence or disability, may perform any of the duties of the President. He/she shall have such other powers and perform such other liaison duties as the Board or the President may determine. As the designated SHRM liaison, he/she shall appoint the chair(s) of the SHRM Liaison Committee(s) and shall direct and assist in the development of activities that are consistent with the goals of serving the professional and advancing the profession as established by the Chapter, SHRM and the SHRM Foundation. The president-elect is encouraged to attend the annual SHRM Leadership Conference and SHRM Missouri State Council meetings. The Chapter requires the president-elect to be a current member in good standing of SHRM during his/her entire term of office.

*Section 7.3: Vice President of Administration.* The Vice President of Administration shall appoint the chair(s) of the Administration Committee(s). He/she shall direct and assist in the administration of activities (chapter administrator supervision, finance and vendor relations) that are consistent with the administrative goals of serving the professional and advancing the profession as established by the Chapter and SHRM. The Vice President of Administration, together with the Chapter Administrator, shall be responsible for the financial affairs, including membership billing, of the Chapter, including all required filings. These responsibilities shall include financial reports to the Board and coordinating arrangements for the annual examination audit of the accounts as may be required by the Board. The Vice President for Administration, together with the Chapter Administrator, shall be responsible for recording the minutes of all meetings of the Chapter and for making all members aware of such meetings. He/she shall have such other powers and perform such other duties related to administration as the President may determine.

*Section 7.4: The Vice President of Membership.* The Vice President of Membership shall appoint the chair(s) of the Membership Committee(s). He/she shall direct and assist in the development of activities to encourage Chapter and SHRM membership retention and growth and, together with the Chapter Administrator, shall maintain the official membership roster of the Chapter. He/she shall have such other powers and perform such other duties related to membership as the President may determine.

*Section 7.5: The Vice President of Programs.* The Vice President of Programs shall appoint the chair(s) of the Programs Committee(s). He/she shall direct and assist in the development of activities (monthly and special programs) that are consistent with the goals of serving the professional and advancing the profession as established by the Chapter, SHRM and the Human Resource Certification Institute (HRCI). He/she shall have such other powers and perform such other duties related to programs as the President may determine.

*Section 7.6: The Vice President of Communications.* The Vice President of Communication shall appoint the chair(s) of the Communications Committee(s). He/she shall direct internal (publications and website) and external (public relations and media) communications and liaison activities that are consistent with the goals of serving the professional and advancing the profession as established by the Chapter and SHRM. He/she shall have such other powers and perform such other duties related to communications as the President may determine.

*Section 7.7: The Vice President of Development.* The Vice President of Development shall appoint the chair(s) of the Development Committee(s). He/she shall direct and assist in the development of activities (certification, college relations, mentoring and scholarships) that are consistent with the goals of serving the professional and advancing the profession as established by the Chapter, SHRM and HRCI. He/she shall have such other powers and perform such other duties related to development as the President may determine.

*Section 7.8: The Vice President of Workforce.* The Vice President of Workforce shall appoint the chair(s) of the Workforce Committee(s). He/she shall direct and assist in the development of activities (diversity and workforce readiness) that are consistent with the goals of serving the professional and advancing the profession as established by the Chapter and SHRM. He/she shall have such other powers and perform such other duties related to workforce issues as the President may determine.

*Section 7.9: SHRM Core Leadership Areas (CLA).* Core Leadership Areas identified by SHRM shall be represented among the officers of the Chapter Board of Directors. When SHRM changes its CLA designations, the President shall ensure Board representation of the CLA by reassignment of duties among current officers. New officer positions may be determined necessary and added through the normal election process as outlined in Article 6 of these Bylaws. All Board officers are responsible for awareness sessions and initiatives in the particular CLA as determined by the President and the Board.

*Section 7.10: Past-President.* The Past President serves as an advisor to the President, and fulfills such duties as requested by the President and/or Board of Directors. He/she shall direct and assist in the development of community service activities that are consistent with the goals of serving the professional and advancing the profession as established by the Chapter and SHRM. In the event the immediate Past-President vacates the position on the Board, the position shall be filled by the most recent Past-President who will accept the position.

## **ARTICLE 8 COMMITTEES**

*Section 8.1: Committees.* The establishment of both standing and ad-hoc committees shall be the right of the Board of Directors.

*Section 8.2: Committee Organization.* Committees in addition to the Nominating Committee are established by resolution of the Board of Directors.

*Section 8.3: Committee Chairpersons.* Appointment of Chairpersons to committees is the responsibility of the Board Officer who has oversight over the particular committees. The Chairperson and the Board Officer(s) will seek interested members to participate in committee activities. Special Committees or task forces may be organized by the President to meet particular Chapter needs.

*Section 8.4: Committee Activity.* Committees are established to provide the Chapter with special ongoing services, such as Membership, Programs, Professional Development, Communications, Marketing/Public Relations, etc.

## **ARTICLE 9 ELECTRONIC VOTING**

Mail or electronic ballots can be used for the election of Directors provided the Chapter has had at least one in-person meeting that year.

## **ARTICLE 10 STATEMENT OF ETHICS**

*Section 9.1: Code of Ethics.* The Chapter adopts the SHRM Code of Ethical and Professional Standards in Human Resource Management for members of the Chapter to promote and maintain the highest standards among its members. Each member shall honor, respect and support the purposes of this Chapter and of SHRM.

*Section 9.2: Non-Solicitation.* The Chapter shall not be represented as advocating or endorsing any issue unless approved by the Board of Directors. No member shall actively solicit business from any other member at Chapter meetings without the approval from the Board of Directors.

## **ARTICLE 11 PARLIAMENTARY PROCEDURE**

Meetings of the Chapter shall be governed by the rules contained in *Robert's Rules of Order, Newly Revised*, including *Procedures for Small Boards* in all cases to which they are applicable and in which they are consistent with the Law and the Bylaws of the Chapter.

## **ARTICLE 12 AMENDMENT OF BYLAWS**

The Bylaws may be amended by a majority vote of the members present at any meeting at which a quorum exists and in which required notice has been met, provided that no such amendment shall be effective unless and until approved by the SHRM President/CEO or his/her designee as being in furtherance of the purposes of the SHRM and not in conflict with SHRM bylaws. Any motion to amend the bylaws shall clearly state that it is not effective unless and until approved by the SHRM President/CEO or his/her designee.

## **ARTICLE 13 CHAPTER DISSOLUTION**

In the event of the Chapter's dissolution, the remaining monies in the Treasury, after Chapter expenses have been paid, will be contributed to the SHRM Foundation at the time of dissolution.

## **ARTICLE 14 WITHDRAWAL OF AFFILIATED CHAPTER STATUS**

Affiliated chapter status may be withdrawn by the President/CEO of SHRM or his/her designee as a representative of the SHRM Board of Directors upon finding that the activities of the Chapter are inconsistent with or contrary to the best interests of SHRM. Prior to withdrawal of such status, the Chapter shall have an opportunity to review a written statement of the reasons for such proposed withdrawal and an opportunity to provide the SHRM Board of Directors with a written response to such a proposal within a thirty (30) day period. In addition, when the Chapter fails to maintain the required affiliation standards as set forth by the SHRM Board of Directors, it is subject to immediate disaffiliation by SHRM. After withdrawal of chapter status, the SHRM Board of Directors may cause a new chapter to be created, or, with the consent

of the President/CEO of SHRM and the consent of the body which has had chapter status withdrawn, may re-confer chapter status upon such body.

## **ARTICLE 15**

### **TERMS USED**

As used in these Bylaws, feminine or neutral pronouns shall be substituted for those of the masculine form, and the plurals shall be substituted for the singular number in any place where the context may require such substitution or substitutions.

## **Our Mission**

The mission of the Human Resources Management Association of Greater St. Louis is to foster the professional development of our membership, to be a forum for the exchange of ideas, and to provide for the creative leadership and effective management of people, in order to add value to the organizations they represent and the community at large.

## **Our Values**

Our mission will be accomplished with respect for all with whom the organization affiliates.

We will treat each member, speaker, exhibitor and contributor of any other type with respect, candor, kindness and a sense of the importance of teamwork. We continually remind ourselves of the diverse interests and needs of all people.

Our mission and our members deserve HRMA's best service.

Our organization and its members will make a difference in the quality of leadership in our community. We require HRMA members and officers to abide by the highest professional standards and to look beyond the letter of professional guidelines to their spirit.

Our organization will be an excellent organization with which to affiliate.

As an organization, we will prize the creative participation of each member. We will welcome the open exchange of ideas and foster the practice of careful listening. The professional development of every member will be encouraged.

## **HRMA Trivia:**

*We are proud to represent 400+ members in the greater St. Louis HR community.*

*Over 350 of our members are also members of SHRM and over 120 of our members now hold the professional certification of PHR or SPHR.*

# Strategic Goals and Objectives

*Promote educational programs and services on current issues affecting the practice of human resources management.*

- Provide educational seminars and dinner presentations at all regular meetings
- Promote involvement of student chapter members in the business community
- Provide information and resources on International Human Resources issues
- Utilize the Placement function as an active resource for advertising local positions and career opportunities
- Communicate the benefits of Human Resources Certification (HRCI) to members
- Distribute timely information on local, state and national legislative affairs

*Improve Chapter administrative practices*

- Recruit and develop motivated Chapter members and serve as Student Chapter Liaisons
- Develop and distribute HRMA Strategic Plan

*Members are actively involved in Chapter operations and events*

- Implement an active recruiting program to increase membership while maintaining attention to membership diversity
- Promote involvement of members in monthly seminars and dinner meetings
- Increase participation of Student Chapter members at programs and activities
- Implement programs to improve member retention
- Participate in minority business and community meetings to develop new member contacts

*Increase the activities that appeal to the cross-section of professional levels represented in the St. Louis area Human Resources community*

- Conduct membership satisfaction and needs survey to identify retention issues and program and activity interests
- Collaborate with St. Louis area Human Resources organizations in areas of mutual interest
- Promote the interaction between Student Chapter members and professional firms



## Did you know....

*HRMA of Greater St. Louis was the 13th chapter to be affiliated with the national Society of Human Resource Management (SHRM) and have been their St. Louis area chapter for 50 years*

# Code of Conduct

July 2, 1997

This code of conduct for the members of the Human Resources Management Association has been adopted to promote and maintain the highest standards among its members.

Our mission is to foster the professional development of our membership, to be a forum for the exchange of ideas, and to provide for the creative leadership and effective management of people, in order to add value to the organization our members represent and the community at large.

HRMA members are expected to refrain from using any official position to secure special privilege, gain, or benefit for themselves or their companies.

Further, members are prohibited from using HRMA meetings or activities as a forum to solicit business or further their commercial or vested interest or the interests of any public regulatory body. A member engaging in conduct injurious to the Human Resources Management Association or a member who violates the principles of HRMA may be expelled or requested to resign by the Executive Committee after being given a fair hearing.

# Officers

## **President**

Mason Duchatschek  
AMO Employer Services  
masonduke@aol.com

## **President-Elect**

Patricia Henderson, SPHR  
St. Louis Community College  
phenderson@stlcc.edu

## **Vice President-Communications**

Barbara Carnes, PhD  
Carnes and Associates  
bcarnes@carnesandassociates.com

## **Vice President-Administration**

Jim Hetlage  
Lashly & Baer, PC  
jhetlage@lashlybaer.com

## **Vice President-Development**

Melanie Pelletier, SPHR  
St. Louis Development Corporation  
pelletierm@stlouiscity.com

## **Vice President-Membership**

Robb Lax  
Arch Interim Housing  
robb@archinterim.com

## **Vice President-Programs**

Martha Kreipke  
Jewish Family Services  
mkreipke@jfcs-stl.org

## **Vice President-Workforce Development**

Melvin Ballenger  
Edward Jones  
mel.ballenger@edwardjones.com

## **Immediate Past President**

Carla Rosen, PHR  
Vandover  
crosen@vandover.com

## **HRMA Staff**

Beth Quick-Andrews, CAE, Chapter Administrator  
Kelly Wiggins, Member Services Coordinator  
Janice Garvin, Member Services Coordinator  
Kathy O'Brien, Member Services Coordinator  
Human Resources Management Association  
hrma@hrmastl.org

# Benefits of Membership in HRMA

## Monthly Meetings

Meetings feature interesting and informative speakers with expertise in various areas of human resources.

## NetWORKS

An online forum designed for networking between meetings. This members-only benefit allows access to local HR news, events, happenings, and more.

## Networking Opportunities

HRMA membership provides an excellent way to meet your peers and to establish professional relationships

## Membership Directory

This publication is provided annually to members and contains the name, title, business address, e-mail and telephone number of each member.

## SHRM Student Chapters

Students from local colleges and universities are available each semester to intern in your organization.

## Professional Workshops

Workshops offer additional opportunities to increase your knowledge in human resource functional areas.

## Certification Study Groups

HRMA encourages professional accreditation through SHRM's Human Resource Certification Institute. Formal study groups provide cost-effective preparation for SHRM's PHR or SPHR examinations.

## Legislative Updates and Action

Information on key legislative proposals and how these proposals may impact your role as a human resource professional is presented at monthly meetings and in the newsletter.

## HR Career Center

A monthly listing of human resource positions is available to HRMA members. Member companies seeking to fill positions may promote their opportunities through HRMA.

## SHRM Affiliation

The Human Resource Management Association of Greater St. Louis is an affiliated SHRM chapter. SHRM membership, however, is separate from AHRMA membership. If you are interested in learning more about SHRM or applying for SHRM membership, you are encouraged to contact SHRM directly at 800-283-7476 or online at [www.shrm.org](http://www.shrm.org).

# Committees and Service Opportunities

If you are interested in serving on any of the HRMA Committees, please contact the committee chair listed. We look forward to your participation!

## *The Certification Committee*

Committee Contact(s): Neva Sprung  
sprung@att.net

### **Goals**

The certification Committee works to promote professional development through the certification process as defined by SHRM-HRCI with an objective to certify as many members as possible.

### **Methods**

The committee provides informational workshops, and certification preparatory workshops to assist members in preparing to take the PHR or SPHR certification exams.

### **Benefits**

Members have the opportunity to expand their own professional knowledge and development while raising the standards for the association and the profession.

## *The Communications Committee*

Committee Contact(s): Barbara Carnes, PhD  
bcarnes@carnesandassociates.com

### **Goals**

The Communications Committee supports and markets the missions of HRMA to the human resources community through a variety of print and electronic media.

### **Methods**

The committee develops and maintains HRMA's website, newsletter, and various brochures that promote HRMA's strategic objectives, member activities, professional image, and visibility within and outside the organization.

### **Benefits**

Members on the Communications Committee have the opportunity to promote the value to the membership and community, while networking and gaining insight into branding, marketing, and effective communication.

## *The Community Services/Relations Committee*

Committee contact(s): Cynthia Baumann  
ctbaumann@sbcglobal.net

### **Goals**

The Community Service Committee provides a great opportunity to network with other HR professionals while serving the community of St. Louis and the people who make up the world in which we work.

### **Methods**

By forming a partnership with nonprofit and community organizations, we extend the HR talent and volunteerism within our HRMA organization to agencies in need.

### **Benefits**

Members of the Community Services Committee use their HR talents and skills to benefit a variety of worthwhile causes and organizations.

## *The Diversity Committee*

Committee contact(s): Melvin Ballenger  
mel.ballenger@edwardjones.com

### **Goals**

The Diversity Committee works to provide technical expertise, information and program leadership to HRMA members on issues that impact workplace diversity, equal employment opportunity, fair employment laws, and affirmative action.

### **Methods**

This committee facilitates discussion and networking opportunities among diversity and compliance professionals while maintaining a rich resource of diversity information (Diversity Research Facility) on the HRMA website.

### **Benefits**

Members of the diversity committee have opportunities to meet with EEO/Diversity practitioners and vendors as they plan events and services for our members.

### ***The Legislative Committee***

Committee contact(s): Gerald Richardson  
gmr@lowenbaumlaw.com

#### **Goals**

Through its legislative advocacy work, the Legislative Committee works to provide HRMA members a voice in legislative arenas with the goal to influence the outcome of federal and state legislation through education, dialogue, and cooperation.

#### **Methods**

By networking with legislators and keeping HRMA members up to date on changes in the law through publications, meetings and with the aid of SHRM's HR VOICE resource.

#### **Benefits**

Committee members become aware of and involved in legislative issues that have a direct impact on their role as an HR professional.

### ***The Membership Committee***

Committee Contact(s): Jolene Sherman  
jsherman@post-dispatch.com

Kevin Dowell  
Kevin.dowell@fkgoil.com

#### **Goals**

The goal of the Membership Committee is to promote HRMA to the broad St. Louis human resources community and to foster a sense of welcome and belonging to new members.

#### **Methods**

The committee hosts new member receptions, acts as hosts to new members or visiting professionals, and provides a contact source for new members.

#### **Benefits**

Members of the Membership Committee are frequently the first contact for new members and as such have the opportunity to influence how HRMA is viewed in the St. Louis professional community.

### ***The Mentoring Program Committee***

Committee Contact(s): Sarah Whitehead, MA, PHR  
saw@greensfelder.com

#### **Goals**

The goal of the Mentoring Committee is to facilitate networking and development opportunities between members who may be either new to human resources or who are moving into a new phase in their career and those seasoned members who may be able to provide guidance and friendly support.

#### **Methods**

This committee promotes the mentoring program, facilitates matches between members, and provides ongoing support and communication to participating members.

#### **Benefits**

Members of the Mentoring Committee will have the opportunity to expand their professional network by interacting with a variety of HRMA members.

### ***The Program Committee***

Committee Contact(s): Martha Kreipke  
mkreipke@jfcs-stl.org

#### **Goals**

The Program Committee develops informative and entertaining programs that feature speakers who enhance the professional development of all our members.

#### **Methods**

By staying abreast of current trends and through members' program evaluations, the committee is able to present learning opportunities for HRMA members.

#### **Benefits**

Committee members directly contribute to the success of HRMA meetings, have an impact on the value of a HRMA membership through inspiring programs, and add to their skill sets by developing and hosting such programs.

### ***The International Committee***

Committee contact(s): Carol Jones  
carolfjones@earthlink.net

#### **Goals**

The goal of the Roundtable Committee is to provide opportunities for HRMA members to meet in small groups outside the monthly HRMA meetings to discuss topics of shared interest.

#### **Methods**

The Roundtable Committee coordinates special interest group meetings around human resources related topics.

#### **Benefits**

Committee members work with and have personal exposure to a variety of subject matter experts both in the human resources profession and in the business community that we serve.

### ***The Social/Networking Committee***

Committee Contact(s): Dianne Gibbs  
dgibbs@ideasrecognition.com

#### **Goals**

The goal of the Social/Networking Committee is to provide networking opportunities outside the regular monthly meetings.

#### **Methods**

Committee members will plan and execute social events held in addition to the regular monthly meetings.

#### **Benefits**

Committee members have the opportunity to develop new ways for members to interact and add value to their HRMA membership.

### ***The University Relations Committee***

Committee contact(s): Melanie Pelletier, SPHR  
pelletierm@stlouiscity.com

#### **Goals**

The goal of the University Relations Committee is to strengthen university students' knowledge of and connection with HRMA and the metropolitan St. Louis HR community at large.

#### **Methods**

The committee advises local university student chapters through participation in a variety of programs such as HRMA scholarships and the Junior Achievement award programs.

#### **Benefits**

Committee members have the opportunity to interact with university students and faculty members with the goal of developing the human resources profession and future HR professionals.

### ***The Vendor Relations Committee***

Committee Contact(s): Jim Hetlage  
jhetlage@lashlybaer.com

#### **Goals**

The Vendor Relations Committee acts as a liaison between HR related vendors and our membership.

#### **Methods**

The committee sets standards for and coordinates the sale of newsletter and membership directory ads and coordinates special projects such as vendor fairs and supplemental advertising.

#### **Benefits**

Committee members' activities generate revenue that supports a variety of HRMA projects that benefit our members, while creating opportunities for vendor organizations to make our members aware of their HR related services and products.

# Meeting Information

## When are the meetings held?

Regular monthly meetings are usually held the third Wednesday of each month, September through May. Meetings will alternate between a breakfast meeting and a dinner meeting. At each dinner meeting, speakers or a panel of experts discuss topics during an early evening seminar. The seminar is followed by a networking social and dinner with a guest speaker. Breakfast meetings consist of networking time and a guest speaker.

## What is the cost?

Our monthly meetings are included in the annual membership dues for regular members. The guest fee is as follows payable by cash, check, MasterCard, Visa, American Express, or Discover at the door:

- ◆ Breakfast      \$25.00
- ◆ Dinner          \$50.00

A cash bar is available. Meeting attire is business casual.

## Where are the meetings held?

Meetings will be held at the Renaissance St. Louis Hotel – Airport.

## How do I get there?

From Downtown: Highway 70 West. Merge onto I-170 S on the left. Exit at Natural Bridge Rd. then turn left. The hotel is 1.2 miles on the right.

From West County: Highway 270 North to 70 East. Exit at Natural Bridge Rd. Turn left onto Picajune Avenue. The hotel is on the left.

From I-170: North. Exit at Natural Bridge Rd., then turn left. The hotel is 1.2 miles on the right.

# General Membership Information

## Membership Process:

Consideration for membership will be given to those engaged primarily in the practice, consulting or teaching in the field of Human Resources. Membership is open to individuals in organizations or associations who have a professional interest in the field of Human Resources and in the mission of the Human Resources Management Association. Human Resources professionals from all types of organizations can benefit from HRMA Membership. Membership shall open to individuals in companies, firms, institutions, or associations located in the metropolitan St. Louis area with a legitimate professional interest in the Human Resources field and the association.

Membership will also be considered for those who are interested in transitioning into human resources, new job seekers getting into human resources, recent college graduates in human resources and students currently majoring in human resources.

In addition, a reduced membership fee of \$75 will be granted to current full-time students of human resources. However, student membership in the Society for Human Resource Management (SHRM) is required.

## Dues:

Annual dues for **HRMA Regular Members** are \$225.00 and due at the time the application is submitted. This fee includes 8 meetings, access to the on-line directory, and access to the members-only section of the website which includes NetWORKS, an on-line forum for HRMA members.

Regular Member dues are pro-rated during the year per the following schedule and based on date application is received:

June 1, 2008 – November 19	\$225.00
November 20 – January 20	\$175.00
January 21 – February 17	\$125.00
February 18 - March 17	\$100.00
March 18 - April 21	\$75.00
April 22 – May 20	\$50.00
After May 21	\$225.00 (good through June 30, 2010)

## Questions?

*Contact us at:  
HRMA  
PO Box 25006  
St. Louis, MO 63125  
Phone: (314) 892-7994  
Fax: (314) 845-1891*