



**New Member Packet
2006-2007
Program Year**

www.hrmaastl.org





“Advance the profession; serve the professional.”

On behalf of the Human Resource Management Association of Greater St. Louis Executive Committee and the entire Society for Human Resource Management, of which HRMA is a chapter affiliate, I would like to personally welcome you to HRMA membership.

We are confident you will find, as we have, that your HRMA membership will open many professional doors for you as you take advantage of the high-level resources available to you through HRMA. In this highly competitive environment where people are recognized as an organization's most important asset, being a part of HRMA has never made more sense.

You can substantially increase the value of your HRMA membership experience by attending our monthly programs offered on the third Wednesday of the month, September through May. When you attend these program meetings (detailed program information available elsewhere in this packet), you will enhance your practical HRM skills and engage in networking. Education and networking are great ways to both advance the profession and serve the professional.

Another way to enhance the value of your HRMA membership is through volunteering in one or two of the committees formed in support of our mission. Please review the Committee Descriptions document included in this packet to find a suitable place to use your talents. If you are interested, I or one of the other Executive Committee members will introduce you to the right people so you can get involved right away.

For those interested in high-performance issues, we are pleased to offer the second annual Strategic HRM Symposium on April 4 as a follow-up to the success of Dave Ulrich last year. This year we feature Jeffrey Pfeffer, professor of organizational behavior at Stanford University.

Welcome again. We look forward to seeing you at the next monthly program, on April 4 and throughout the year. Please be sure to introduce yourself to one of the Executive Committee members. Together we can make HRMA the best part of your professional growth experience.

Sincerely,

Denise R. Chachere, SPHR

Denise R. Chachere, SPHR
President

Constitution of the Human Resources Management Association Of Greater St. Louis

Revised: January 2005

Article I - Name

This organization is registered as a not-for-profit Corporation in the State of Missouri (and is) an affiliate of the Society for Human Resource Management.

Article II - Purposes

The purposes of the Association shall be: (1) to afford members an opportunity for the exchange of information in the field of Human Resources; (2) to provide educational programs in Human Resources; (3) to provide among its members a spirit of fellowship, cooperation, understanding and mutual confidence; (4) to be a constructive influence for the Human Resources profession in the community; (5) to promote the aims of the Society for Human Resource Management; and, to do all things necessary and incidental thereto.

Article III- Membership

Section 1. Membership in the Association shall be limited to those individuals in companies, firms, institutions or associations located in the metropolitan St. Louis area who have legitimate professional interest in the field of Human Resources and in the purposes of the Association, including persons holding Life Membership status. Consideration for membership will be given to those engaged primarily in practice, consulting or teaching in the Human Resources field. Consultants who are engaged in providing the growth of knowledge in the Human Resources field, such as trainers, compensation and benefits specialists, legal advisors, etc., will be considered. Membership will be considered for those who are interested in transitioning into HR, new job seekers getting into HR, recent college graduates in HR and students currently majoring in HR. In addition, a reduced membership fee of \$75 will be granted to current full-time students of HR. However, membership in the Society for Human Resource Management is required. There shall be no limit on the number of memberships an organization may hold provided that all the organization's representatives meet the qualifications set forth herein. The Executive Committee shall be empowered to interpret membership requirements.

Section 2. Members are identified as Regular or Alternate members. Regular members are dues paying members and shall have the rights and privileges of membership. Regular members are persons professionally engaged in the practice, consulting or teaching in the field of Human Resources and whose primary activity is related to Human Resources functions such as compensation, benefits, labor relations, employment, health, safety and security, training and development or personnel research for their organization or for the organizations for whom they consult. Dues paying members who become unemployed in the course of a membership year are allowed to continue in their membership for the balance of the year and one additional year providing proper dues are paid. Continued eligibility following re-employment is determined by normal criteria. Alternate members are persons who also meet the requirements for regular membership. Life Members are persons who are retired from active full-time employment and full-time Regular members status and have been regular or alternate members for 10 (cumulative) years. Life members may pay the same annual dues as Regular members, or attend HRMA programs and functions at the fee amount for that event, and shall receive the same HRMA benefits, with the exception of holding volunteer office, as Regular members. Membership is also granted to those who qualify for Sponsor member status. This includes individuals who work for vendor firms that have an interest in the human resource management profession.

Section 3. Any individual, company, firm, institution or association desiring to become a member of the Association shall submit to the Membership Chairperson a written application on the Association's membership application form. An application from the organization shall state the name and qualifications of the regular member or alternate.

Membership shall be granted only after approval by the Executive Committee. However, the Executive Committee may, at its discretion, authorize the Membership Chairperson to act on its behalf in granting membership to applicants who clearly meet the Association's membership guidelines. All such acceptances shall be reported by the Membership Chairperson to the Executive Committee at its next regular or special meeting.

The concentration of the membership shall be as following:

Minimum 80% practitioners and maximum 20% consultants. The Executive Committee reserves the right to decline consultant applications if, by accepting a consultant application, the concentration of consultant members exceeds 20%.

Section 4. An organization desiring to change its representative or alternate shall submit a new application for membership to the Membership Chairperson, who shall submit the proposed change to the Executive Committee at its first regular meeting after receipt. Such changes shall become effective only after approval by the Executive Committee. However, the Executive Committee may, at its discretion, authorize the Membership Chairperson to act on its behalf in granting membership to such applicants and to determine whether such members should be required to pay dues as a new member. All such acceptances shall be reported by the Membership Chairperson to the Executive Committee at its next regular or special meeting.

Section 5. Members will not solicit business or further their commercial or vested interest or the interests of any public regulatory body.

Section 6. A member, or his/her alternate, found guilty of conduct injurious to the Association or in violation of the principles of the Association may be expelled or requested to resign by the Executive Committee after a fair hearing of all interested parties. A two-thirds vote of the Executive Committee members present at the hearing shall be required to take such action.

Section 7. Resignation, expulsion or other voluntary or involuntary withdrawal from the Association shall not be accompanied by any refund of dues or other monies, nor shall it relieve the resigning or expelled member or individual from payment of dues or other Moines which became payable while the member was in good standing.

Section 8. Each member shall be entitled to one vote. The vote shall be cast by the member, or in the regular member's absence, by the alternate.

Section 9. A minimum of 30% of the association membership shall maintain a SHRM membership.

Article IV - Officers

The officers of the Association shall be a President, President-Elect, four (4) Vice Presidents and the Immediate Past President. The term of office for all Executive Committee members shall not be more than two consecutive years in any given Executive Committee Role.

Article V - Executive Committee

Section 1 The Executive Committee shall consist of the elected officers set forth in Article IV of this Constitution.

Section 2. The Executive Committee shall have authority to fill vacancies in any office or in the Executive Committee, except that in the event the Immediate Past President vacates the position on the Executive Committee, it shall be filled by the most recent Past President who will accept the position.

Section 3. The Executive Committee shall meet at least six (6) times in every year.

Section 4. If any officer or member of the Executive Committee shall be absent without sufficient cause from 3 or more meetings of the Executive Committee in one program year, or fails to, or is unable to perform the duties of office, as determined by the Executive Committee, the Executive Committee may declare the office vacant.

Article VI - Nominations And Elections

Section 1. Candidates for positions as officers shall be regular members nominated at the Annual Business Meeting and the election shall be held at the meeting.

Article VII - Meetings

Section 1 An Annual Business Meeting of the Association shall be held.

Section 2 The Annual Business Meeting shall be held in May of each year unless the Executive Committee designates otherwise.

Article VIII - Quorum

Section 1 A quorum for the transaction of business shall constitute the membership present at a previously scheduled membership meeting.

Article IX - Amendments

Section 1 Proposals to amend the constitution shall be submitted to the Executive Committee.

Section 2 The right to govern the intent, action and activities of the Association shall be vested in the general membership.

Section 3 Any member shall have the right, if supported by two other members, to question the intent, action or activity of the Association and cause such question to be voted upon in a general meeting.

By-Laws

Revised: May, 1998

Article I - Duties of Officers

The duties of the Officers shall be those normally assigned to such Officers, plus such other duties as may be assigned by the Executive Committee.

Article II - Committees

Section 1. Committees shall be appointed as necessary by the President, with the approval of the Executive Committee.

Section 2. The President, with the approval of the Executive Committee, shall create or discontinue special committees.

Section 3. The President, with the approval of the Executive Committee, shall appoint the Chair of standing or special committees.

Article III - Finances

Section 1. A Vice President of Administration/Treasurer shall be designated as the Officer responsible for all financial matters.

Section 2. Annual dues, as determined by the Executive Committee, shall be payable by July 1.

Section 3. The Vice President of Administration/Treasurer shall notify a member in writing, and advise the Executive Committee whenever any member's dues become 60 days overdue.

Section 4. Funds shall be disbursed upon the signature of any two of the Association's Officers, or where a Treasurer has been appointed, the signature of the Treasurer and any Officer.

Article IV - Meetings

Section 1. Regular meetings shall be held monthly except in June, July and August, unless otherwise agreed upon by the Executive Committee.

Section 2. Special meetings may be called by the Executive Committee or by a majority vote of the members present at a regular meeting.

Section 3. Attendance at meetings shall be limited to members, their alternates, and guests invited by one of the foregoing.

Section 4. The presiding Officer shall refer to Robert's Rules of Order as a parliamentary authority.

Article V - Amendments

Section 1. The By-laws may be amended by a three-fourths majority vote of the members of the Executive Committee.

HRMA Trivia:

HRMA of Greater St. Louis has been in existence for 63 years

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:

Our membership, like SHRM's, has also grown. We are proud to represent 500+ members in the greater St. Louis HR community.

Over 320 of our members are also members of SHRM and 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

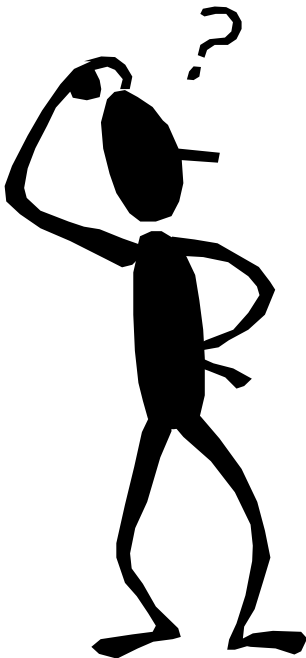
- Improve cost effectiveness of the Roster and HoRizons publications
- Recruit and develop motivated Chapter members and serve as Student Chapter Liaisons
- Develop and distribute HRMA Strategic Plan

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

Denise R. Chachere, SPHR
Employee Assets LLC
denise@eeassets.com

President-Elect

Carla Rosen, PHR
Vandover
crosen@vandover.com

Vice President-Communications

Mason Duchatschek
AMO Employer Services
masonduke@aol.com

Vice President-Administration

Barbara Carnes
Carnes and Associates
bcarnes@carnesandassociates.com

Vice President-Development

Lorraine Goffe-Rush, SPHR
Washington University
Lorraineg@wustl.edu

Vice President-Membership

Matthew Podjeski, SPHR
Magellan Behavioral Health
mpodjeski@magellanhealth.com

Vice President-Programs

Dora Cuddihee
Adorers of the Blood of Christ
cuddiheed@adorers.org

Vice President-Workforce Development

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

Immediate Past President

Kathy Joslin, SPHR
Bethesda Health Group
kejoslin@bethesdahealth.org

HRMA Staff

Beth Quick-Andrews, CAE, Chapter Administrator
Kelly Plunkett, Member Services Coordinator
Kelley Field, 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.

Newsletter

The HoRizons is produced electronically and e-mailed to all members monthly. Chapter activities, professional development opportunities and current and legislative issues are highlighted.

Networking Opportunities

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

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.

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): Maria Cain
mcain@cbiz.com

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): Mason Duchatschek
masonduke@aol.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): Kathy Joslin
kejoslin@bethesdahealth.org

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): Patricia Henderson
phenderson@stlcc.edu

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 Recruitment and Retention Committee

Committee Contact(s): Matthew Podjeski
mpodjeski@magellanhealth.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): Cristy Althiser
calthiser@blackwellsanders.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): Dora Cuddiheed
cuddiheed@adorers.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 Special Programs Committee

Committee Contact(s): Dora Cuddihee
cuddiheed@adorers.org

Goals

The Special Programs Committee identifies and develops opportunities for HRMA to work with other professional organizations within the St. Louis area to host special educational and social events.

Methods

This committee plans, coordinates and executes special events which benefit our members and other St. Louis area business professionals.

Benefits

Members of this committee interact with a variety of business professionals on projects that require creativity and innovation.

The University Relations Committee

Committee contact(s): Lorraine Goffe-Rush
lorraineg@wustl.edu

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): Barbara Carnes
bcarnes@carnesandassociates.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 held the third Wednesday evening of each month, September through May. At each 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.

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 or Visa 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 are held at the Crown Plaza Hotel (formerly the Radisson Hotel Clayton), 7750 Carondelet Ave. Clayton, MO 63105. Complimentary Parking is available in the Sevens Garage, accessible from Bonhomme Ave.

How do I get there?

From Downtown: Take Highway 40 west to S. Hanley Rd. exit. Turn north (right) onto S. Hanley, and then turn left on Bonhomme Ave. The Sevens Garage will be on the right. The hotel can be accessed from the Orange level.

From West County: Take Highway 40 east to S. Hanley Rd. exit. Turn north (left) onto S. Hanley, and then turn left on Bonhomme Ave. The Sevens Garage will be on the right. The hotel can be accessed from the Orange level.

From I-170: Take I-170 to the Ladue Rd. exit. Go east on Ladue, which will turn into Maryland Ave. Turn right on Bemiston Ave. Turn left on Bonhomme and the Sevens Garage will be on the left. The hotel can be accessed from the Orange level.

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 who have 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.

All applications for membership are reviewed and approved by the Vice President of Membership, in consultation with the Executive Committee.

Dues:

Annual dues for **HRMA Regular Members** are \$225.00. This fee includes 8 meetings, monthly HoRizons Newsletter, annual roster, and access to a "members-only" section on the chapter website which includes roster updates.

Dues may be paid with your application or upon notification or approved membership. Pre-paid dues will be returned if membership not approved or withdrawn.

Regular Member dues are pro-rated during the year based on the following schedule:

| | |
|---------------------------|-------------------------------------|
| June - December Approvals | \$225.00 |
| January Approvals | \$150.00 |
| February Approvals | \$125.00 |
| March Approvals | \$100.00 |
| April Approvals | \$75.00 |
| May Approvals | (no dues prior to new program year) |

Annual dues for **HRMA Sponsor Members** are \$1,225.00. This fee includes the following:

- ◆ One representative from your company may attend all HRMA meetings and events at no additional charge.
- ◆ Additional representatives or guests from your organization may attend at the regular guest fee for the meeting.
- ◆ An advertising package which includes a full page ad in the roster, a website banner ad for one year and an insert in an HRMA membership mailing.
- ◆ Discounts on other advertising opportunities.
- ◆ Inclusion in our sponsor member links section on the HRMA website.
- ◆ Special recognition in the roster as a sponsor member.

Questions?

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