



**Human  
Resources  
Professionals  
Association**

## **HRPA CHAPTER OPERATING TERMS**

### **Introduction**

The following Terms set out the framework for Human Resources Professionals Association Chapters, in alignment with the HRPAs by-laws. These Terms also explain the purpose, structure, and communication standards for Chapters.

Some of the capitalized words in these Terms are defined in the HRPAs By-law 1, General By-law. Readers should review General By-law 1 to access those defined terms. Additional defined terms are set out below.

**Chapter Council** means a group of volunteers that carry out local, regional activities of a Chapter, as described in these Terms.

**Chapter Elections Officer** means a member of HRPAs management, or a person designated by HRPAs management, whose role is to oversee Chapter Council elections.

**Nomination Deadline** means the deadline to submit a nomination in a Chapter Council election.

**Terms** means these Chapter Operating Terms.

### **1. Purposes**

The Chapters' primary objectives are the following: acting as ambassadors for HRPAs and the human resources (HR) profession, providing professional development opportunities, arranging networking and social events, facilitating volunteer opportunities.

### **2. Organizational Structure**

HRPA will allocate its Members and Students to Chapters, generally referring to individuals as "participants" rather than "members," when they are acting in relation to Chapter activities.

Each HRPAs Chapter will operate within a fiscal year ending on November 30 of each calendar year.

Chapters are required to adhere to the naming convention "HRPA [Chapter Name] Chapter."

A voluntary Chapter Council shall support each HRPAs Chapter. The Chapter Council shall be composed of a minimum of five Chapter Council volunteers and a maximum of seven Chapter Council volunteers. People in these volunteer positions will be elected from among HRPAs registrants who are in the given Chapter according to HRPAs records. The Chapter Council shall appoint a Chapter Council Chair and Chapter Council Vice-Chair. The Council shall determine the Chair and Vice-Chair assignment at their first Council meeting. They will have interested members put their names forward and conduct an anonymous Council vote. In the case of a tie, council members will vote until a decision is made.

The quorum for Chapter Council meetings shall consist of a majority of the Chapter Council.

Chapter Council volunteer terms will be limited to three years, staggered for continuity of leadership. No volunteer may serve on the Chapter Council for more than a total of nine consecutive years, and no volunteer may serve on the Chapter Council for more than 12 years in total.

The following are the 2024 transitional rules for the term of office of Chapter Council volunteers:

The term of office of all persons who in 2023 held the position of Chapter Director or Chapter Officer shall cease upon the completion of the 2024 election of Chapter Council volunteers as set out below. Current Chapter Chairs may continue as Past Chairs for a one-year term to support new Councils.

- (a) The call for nominations will open the second week in June 2024 for a period of 21 days
- (b) All properly completed submissions will be included in the election ballot.
- (c) The election of council members will open the second week in July for a period of 21 days
- (d) The election results will be communicated to successful and unsuccessful candidates by the Association.
- (e) Seven positions will be posted in 2024 for each Chapter Council
- (f) Positions will be filled and staggered, based on voter results. Three individuals with the highest votes will serve for a three-year term, and two will serve for a two-year term based on sequential order of voting results.
- (g) Within the first 30 days, the elected council members will select from amongst themselves a Chair and Vice Chair.
- (h) Current Chapter Directors Terms of Office will end with the announcement of newly elected council members.
- (i) Once the transition period ends the following rules will apply to the election of Chapter Councils.

The Association will publish the Chapter Election Protocol annually with the Call for Chapter Nominations by the end of January.

Chapter Council volunteers and other Chapter participants shall not receive compensation from HRPAs and must not enter employer-employee relationships in the name of or on behalf of HRPAs.

Chapter Councils can ask HRPAs staff to recruit ad-hoc volunteer support for Chapter events and programs as needed.

### **3. Nomination Qualifications**

To become a Chapter Council candidate, participants shall meet the following requirements:

- (a) be a Chapter participant in good standing with HRPAs;
- (b) not be the subject of any disciplinary proceedings by HRPAs;
- (c) not have a finding of Professional Misconduct against the Chapter participant in the three years preceding the date of the nomination deadline for the Chapter Council election;
- (d) be at least 18 years old;
- (e) not be an individual who has been found under the *Substitute Decisions Act, 1992* or under the *Mental Health Act* to be incapable of managing property; and
- (f) not be an individual who has been found to be incapable by any court in Canada or elsewhere.

### **4. Chapter Council Elections**

A Chapter Council election shall be called each Membership Year pursuant to the timelines set out in section 6 of these Terms.

The Chapter Elections Officer shall implement the nomination and election process laid out in these Terms.

The deadline for the return of ballots shall be clearly identified in the call for nomination materials.

## **5. Call for Nominations**

The HRPA will call a Chapter Council election by providing all Chapter participants, including Student participants, with an Election Notice setting out all of the following:

- the number of Chapter Council members to be elected;
- term length for positions available;
- a description of the Chapter Council role and responsibilities;
- the steps and documentation a Chapter participant must complete to nominate a Chapter participant for candidacy in a Chapter Council election;
- the Nomination Deadline; and
- any other information the Chapter Council or HRPA Board deems essential or appropriate to include in a call for Chapter Council nominations.

## **6. Nomination and Elections Timeline**

The Chapter Election Officer shall supervise the nomination process. The nomination and election process for Chapter Councils for the 2024 transitional year shall be conducted in accordance with the published Election protocols for the 2024 Chapter Board election.

The nomination and election process for Chapter Councils commencing in 2025 shall be conducted in accordance with published Election Protocols for the 2025 Chapter Board Election.

The Nomination and Election Timetable will be published with the Annual call for Chapter nominations.

## **7. Acclamation and Appointment of Councils**

If there is the same number of Chapter Council candidates as vacant Chapter Council positions, the Chapter Council candidates shall be acclaimed to the Chapter Council and no Chapter Council election will be required.

If there are no candidates, the Chapter Council will reach out to participants and appoint a Chapter Council volunteer and no Chapter Council election will be required.

All candidate names shall be submitted to the Chapter Elections Officer to verify if the participant meets the requirements of section 3.

## **8. Results**

The Chapter Elections Officer shall notify all unsuccessful candidates of the results. All successful candidates will be notified and introduced to the Chapter Council by HRPA staff.

Staff shall notify Chapter participants of the results of the Chapter Council election, publishing the names of those participants who were elected or acclaimed to the Chapter Council through their Chapter regional newsletter.

## **9. Relationship Management**

HRPA shall assign a staff member to support each HRP Chapter, serving as the primary contact for event planning, budgeting, and communication with volunteers.

The Chapter Chair shall typically be the primary point of contact with HRP, unless otherwise delegated.

HRPA Chapter Chairs shall convene annually with HRP's Board and staff to share best practices, collaborate on event plans, and engage in cross-learning.

## **10. Communication to Participants**

Chapters may provide updates to their members through monthly HRP Chapter emails. Chapter Councils are required to provide content for HRP Staff to include at least 7 business days in advance of the date planned for the sending of such emails.

HRPA Chapter Councils will not have direct access to HRP member lists and shall comply with Canada's anti-spam legislation (CASL) and HRP's privacy policy.

Chapter Council representatives are not permitted to interact with media in respect of Chapter matters without prior written permission from HRP.

## **11. Chapter Grants and Budget Management**

HRPA Chapter Councils will receive an annual grant from HRP to host events for Chapter participants. The Chapter Council is expected to consult with HRP staff before scheduling events and determining fees for such events. Each event may operate at a surplus or a loss, but Chapters are expected to end the fiscal year with a balanced budget.

## **12. Effective Date**

These Terms come into effect in accordance with the *Registered Human Resources Professionals Act, 2013* and section 27 of the HRP General By-law.

This By-law shall come into force and will be effective immediately after it has been posted for 30 Days on the Association's website.

This By-law shall be put before the Membership for approval at the earlier of the first annual meeting of the Association following the making of the by-law and any general meeting at which the by-law is considered.

Should this By-law not be approved by the Members of the Association when considered, this By-law would cease to have effect on the day on which the approval is withheld; however, any action taken under this By-law while it was in effect shall be valid.

*REVISED By the Board of Directors on April 10, 2024*

*ENACTED in accordance with the Registered Human Resources Professionals Act, 2013*