



Κυπριακός Σύνδεσμος
Διεύθυνσης
Ανθρώπινου Δυναμικού

Cyprus
Human Resource
Management Association

CONSTITUTION

As amended during the
Annual General Meeting of 3rd July 2002

NICOSIA

CYPRUS HUMAN RESOURCE MANAGEMENT ASSOCIATION

(ΚΥΠΡΙΑΚΟΣ ΣΥΝΔΕΣΜΟΣ ΔΙΕΥΘΥΝΣΗΣ ΑΝΘΡΩΠΙΝΟΥ ΔΥΝΑΜΙΚΟΥ)

CONSTITUTION

PROFESSIONAL NAME AND SEAT

Article 1

The name of the Association is the “Cyprus Human Resource Management Association” and has its seat in Nicosia, Republic of Cyprus

OBJECTIVES

Article 2

- a.** The Association constitutes a professional and scientific Body whose basic objective is the study, research and education in the field of human resources (employee relations and personnel management) delivered directly by the Body and its members or through the support of other persons or organisations.
- b.** The specific objectives and goals of the Association in the field of human resources are:
 - (i)** The continuing development of interest in the field
 - (ii)** Maintaining the professional standing and standards of the profession as well as the professional image of the Association and its members.
 - (iii)** The study and scientific research in the field
 - (iv)** The research and discussion on the various issues which interest those involved in the field.
 - (v)** The provision of opportunities for gaining knowledge and skills in the field, both theoretical and practical, to both members and the general public.
 - (vi)** The organisation of presentations / lectures, seminars, workshops and discussions.
 - (vii)** The publication, promotion and distribution of magazines, articles and other written material.
 - (viii)** The running of a library with relevant professional publications

(ix) The development of testing centres and the implementation of testing programmes.

(x) The study, preparation and lobbying for specific laws and regulations within the domain of the sector.

(xi) The development of relationships and close interaction with other national and international bodies.

(xii) The organisation of social events for recreation and social contacts of the members and those involved in the field.

MEMBERS

Article 4

The Association incorporates four types of members

- a. Full Members
- b. Associate Members
- c. Student Members
- d. Corporate Members

For registration in the various categories, the following criteria apply:

a. Full Member

(i) Individuals with academic education or professional qualifications (such as the MCIPD) in the field of Human Resource Management.

(ii) Researcher or Consultant in the field for at least 3 years.

(iii) Individuals who were or are currently employed in the field for a minimum of 3 years on a continuous full-time basis.

b. Associate Member

(i) Individuals who hold a Managerial position and whose role includes among others the Management of Human Resources for a period of no less than 1 year.

c. Student Member

(i) Student at a University or Tertiary Educational Institute in Cyprus or abroad, whose studies include a series of courses in Human Resource Management.

d. Corporate Members

(i) Any Organisation, Business or Service, be it private, semi-public or public sector, regardless of Industry, on or off-shore, in Cyprus which, through a representative, is interested in being involved in the various activities of the Association and to provide support in achieving the Association's professional and scientific goals and objectives.

Corporate members and their representatives are exempted from the obligations of other members indicated in Articles 9 and 17.

BENEFITS AND RIGHTS OF MEMBERS

Article 4

- a.** Members of the Association, regardless of category, have the right to attend and participate in all activities organised by the Association for the promotion of its goals and objectives.
- b.** Full members may participate and vote at the Annual General Meetings of the Association, on the condition that they have fulfilled all financial obligations towards the Association.

Associate and Student Members may participate in the Annual General Meeting of the Association but do not have the right of vote.

Corporate Members may participate in the Annual General Meeting through their representative(s) without voting rights.

- c.** Only Full Members have the right to be nominated and hold office in the Board of Directors.

MEMBERSHIP APPLICATION

Article 5

- a.** Any individual who wishes to become a member must submit the appropriate application form with all required attachments. Once the application has been approved, the new member must pay the annual subscription.
- b.** The application will be submitted to the Board of Directors at its next meeting and will be subject to a majority vote for approval or denial. The applicant becomes a member of the Association as of the approval date. The decision will be announced to the applicant within 30 days.

- c. No member may benefit from any membership rights or benefits until the first annual subscription has been paid. Should the subscription remain unpaid 30 days after the applicant has been informed of the approval of his/her application, the membership will be annulled automatically.

**WITHDRAWAL
OF MEMBERS**

Article 6

Any member has the right to withdraw from membership of the Association with prior written notice to the Board of Directors. The membership will cease from the date the written notice was submitted on condition that all financial obligations of the member towards the Association have been fulfilled.

**ANNUAL
MEMBERSHIP
SUBSCRIPTION**

Article 7

The Board of Directors decides the level of the annual subscription.

**REPRESENTA-
TION OF
CORPORATE
MEMBERS**

Article 8

The Board of Directors decides on the exact number of representatives in the Association each corporate member may have, based on the number of employees of the Corporate Member.

**MEMBER
OBLIGATIONS
AND CODE OF
CONDUCT**

Article 9

- a. All members are obligated to uphold all the provisions of the Constitution, as well as the Code of Professional Practice and Ethics of the Association.
- b. Members must abide by all decisions of Regular and Special General Meetings of the Association, as well as those taken by the Board of Directors.
- c. Each member must fulfil all financial obligations towards the Association and will be subject to automatic termination of membership with prior notice from the Board of Directors should the outstanding dues exceed 2 years.
- d. With the aim of supporting the goals of the Association, each member is expected to behave in accordance with and uphold the professional image expected and particularly during any Association activities,.

BOARD OF DIRECTORS

Article 10

- a. The Association is governed by a nine-member Board of Directors which is elected at the Annual General Meeting of the Association
- b. Nominations for the election of the Board of Directors must be submitted in writing to the Secretary of the Association at least 3 days prior to the Annual General Meeting.
- c. The term of office of the Board of Directors is biennial (2 years)
- d. The positions of the members of the Board of Directors are decided 15 days after their election, according to the situation. The positions are President, Vice-President, Secretary, Assistant Secretary, Treasurer, Public Relations Officer and Publications Officer.
- e. Should any position on the Board of Directors become vacant, the Board may offer the same to any interested member on condition that the total vacant positions do not exceed three. Otherwise, the election of a new Board of Directors will be instituted by a General Meeting as per Article 10 Section (a) above.
- f. Honorary Presidents: The title of Honorary Presidents\ of the Association may be assigned at a General Meeting to individuals who have provided exceptional support and/or services to the Association.

ROLES AND RESPONSIBILITIES OF THE BOARD OF DIRECTORS

Article 11

- a. **The Board of Directors:**
 - (i) Manages the general operation of the Association and the development of various activities for the achievement of its goals and objectives.
 - (ii) Reviews applications for membership enrollment
 - (iii) Assigns committees for the organisation and management of specific activities.
 - (iv) Prepares and executes an annual plan of activities and a budget for the Association.

- b.** The President of the Board of Directors in coordination with the Secretary calls all meetings of the Board and the General Meetings of the Association.
- c.** The Vice-President deputizes the President whenever absent.
- d.** The Secretary:
 - (i)** Prepares and signs-off, with the President, the Minutes of all meetings of the Board and General Meetings of the Association. The Secretary is responsible for the correspondence of the Association and maintains all documentation of the Board of Directors, the official stamp and holds the database of members.
 - (ii)** Fulfils any other responsibilities assigned by the Board of Directors.
- e.** The Assistant Secretary supports the Secretary in the execution of his/her duties.
- f.** The Treasurer manages the finances of the Association, maintaining all necessary accounting records, issuing payments according to the obligations of the Association, collects any payments due and issues all appropriate receipts and cheques on the condition that all cheques carry the signatures of the President or the Vice-President or the Secretary.
- g.** The Public Relations Representative is responsible for the public image of the Association, the development and maintenance of good relations with other Associations, the mass media and the public.
- h.** The Publications Representative is responsible for the preparation, publication, release and distribution of the Association's various publications.
- i.** The Board of Directors holds regular meetings once a month and special meetings whenever the need arises, as per the judgement of the President or when this is requested by at least three of its members. All decisions are subject to a simple majority vote.
- j.** Whichever member of the Board of Directors is absent without providing due cause for three consecutive meetings of the Board would automatically forfeit their place on the Board and the position would be considered vacant..
- k.** Should any office on the Board of Directors become vacant, the Board assigns a new office-holder from its members.

GENERAL MEETINGS

Article 12

- a.** The Annual General Meeting of the Association is called within the first half of each year.
- b.** The Board of Directors may call a Special General Meeting whenever it considers it necessary to do so. The Board is required to call a Special General Meeting in 15 days from the date it receives a signed written request, from at least one third of the full members of the Association, containing the agenda for such a Meeting.
- c.** General Meetings are called following written notice to members which should be mailed at least 15 days prior to the date set for the Meeting.
- d.** To constitute a quorum, a minimum of half plus one member of those who have settled their financial obligations must be in attendance. In case that quorum is not present, the Meeting will be postponed by half an hour, following this delay, those present will constitute quorum..
- f.** The decisions of the General Meetings will be subject to a simple majority vote.

SOURCES OF INCOME

Article 13

All income of the Association will originate from membership subscriptions, financial support, sponsorship, donations, events, activities and other legal sources of income.

LEGAL REPRESENTATION

Article 14

The President, or in case of his/her absence, the Vice-President of the Board represents the Association in all courts of law or in cases involving other legal matters of the Association..

CONSTITUTIONAL AMENDMENTS

Article 15

The present Constitution may be amended at a General Meeting of the Association by a two thirds majority vote of the members in attendance. For any change in the goals and objectives of the Association, the agreement of a three quarters majority of Association Members is necessary.

AUDITORS

Article 16

The Annual General Meeting assigns auditors for the verification and validity of all the accounting books of the Association at the end of each year. The Auditors must submit their audit report to the Annual General Meeting confirming the validity of the accounting records with their comments.

CODE OF PROFESSIONAL CONDUCT AND DISCIPLINARY MEASURES

Article 17

Cases of breach of professional conduct will be submit to the Disciplinary Committee for their review. The Committee is also responsible to implement the appropriate measures according to the decisions taken. The Committee is comprised of three (3) Association members who would be assigned these roles by the Board of Directors following their election at the Annual General Meeting. This committee's office would coincide and run parallel the Board of Directors' office. Members of the Board of Directors may not be members of this Committee. The disciplinary process for handling all of the alleged cases of misconduct is explained in detail in Section 4 of the Professional Practice and Ethics Code.

DISSOLUTION

Article 18

- a. The decision to dissolve the Association may be taken by a General Meeting subject to the presence of half the membership of the Association plus one. If insufficient numbers attend the Meeting to constitute a quorum, the same meeting is held again one week later on the same day and time and all present constitute a quorum.
- b. In order for the decision to dissolve to be valid, it must be voted by at least two thirds of the members present.
- c. The dissolution will be executed as required by Law.
- δ. All property and assets of the Association will be dissolved as per the decisions of the General Meeting, and will be disposed of as agreed by the same, but in no circumstance would such property and/or assets be distributed to members.

DECISIONS

Article 19

- a.** All decisions taken at meetings, committees or other bodies of the Association will be taken by simple majority vote by all members present with voting rights.
- b.** Voting must be done openly by show of hands. A secret ballot may be held if five voting members present request it.
- c.** Representative votes are allowed. The member who wishes to be represented in this manner must assign a representative in writing

TEMPORARY RULINGS

Article 20

- a.** The creation of the Association has been decided by an Inaugural Meeting which discussed the Constitution in detail and as a whole.
- b.** The constitution has been signed by the Founding members who approved it.
- c.** The Inaugural Meeting elected the individuals who would take the roles of Board of Directors and assigned the annual membership subscriptions

STAMP

Article 21

All official Association documents must carry the Association stamp.

Approved as voted by the Inaugural Meeting held on 1st June 1995 in Nicosia and in confirmation thereof carries the signatures of the Founding Members.