

Human Resources Club (HR Club)

HR Club is an exclusive membership community for Human Resource practitioners. This club was initiated by Ajay Nagar, Dilip Sharma, Raj krishan Paliwal and Payal Nagar as a professional network for Human Resource education and support.

We are dedicated to the advancement of Human Resource Management as a profession and a service. Our activities are primarily directed towards building an active network of HR professionals who are dedicated to improving methods, techniques and practices of Human Resources.

“HR Club” where you can share your thoughts, suggest new ideas, talk about new things related to career which would not only enhance your capability but will be beneficial for identifying and adding new dimensions in the field of HR for all HR professionals ...

Name

The organization shall be known as the **“HR Club”**

Purpose

The purpose of the HR Club is to provide a platform for individuals interested in Human Resources to collaborate, learn, and share insights in order to enhance their knowledge and skills in the field.

- To build an active network of HR professionals / Students
- To share knowledge and expertise on Human Resource Management
- To improve methods, techniques and practices in Human Resource Management.
- To provide helpful tools and quick references that will simplify HR work.
- To encourage HR professional / Students to benchmark and learn best practices in Human Resource
- To provide the opportunity to share a common interest in HR related careers.
- To gain knowledge and insight into the effective management in the field of human resource.
- To promote awareness of HR related jobs, opportunities including seminars, conferences, and informational HR speakers.
- To act as a two-way communication between HR professionals and students interested in HR careers/internships.
- To be able to appreciate and understand the importance of H.R.
- To give a deep insight of H.R through diverse modes
- To keep the students updated with current happenings in H.R
- To prepare students to face the future challenges and to make foray in the industry.
- To provide a platform where voice of each is heard.

Office Address

The office address of HR Club will be 71, Gangaur Ghat, Udaipur, Rajasthan, India

Area of Work

Area of work in Udaipur, Rajasthan and can be extend in all India.

Membership

- Membership is open to all individuals, including students, professionals, and enthusiasts interested in Human Resources.
- To become a member, individuals must submit a membership application and adhere to the HR Club's code of conduct.
- Members are expected to attend regular HR Club meetings and participate in club activities to maintain their active status.

Founder Members

The following are the founder members of this HR Club.

1. Ajay Nagar
2. Raj Krishna Paliwal
3. Dilip Sharma
4. Payal Nagar

Membership Fee

There shall be payable by each member a yearly membership Fee as under;

For HR Professional	: Rs. 1000/- Per Year
For HR Student	: Rs. 500/- Per Year

Expulsion of a Member

If the conduct of any member, in the opinion of the committee of the club who shall certify the same in writing, be Mutinous to the character. reputation and interests of the club or who is alleged to be guilty of any dishonorable or disreputable conduct in his dealings with a member of the club, the committee after such enquiry as may be necessary and after giving opportunity to the member concerned to explain his conduct in writing, shall be empowered to request such member to resign, and if such member shall not resign within one month, the committee shall order his name to-be removed from the list of members, and he shall cease to be a member :

Resignation of a Member

A member may resign in writing at any time subject to any liability or obligation Incurred by him while he was a member. He shall cease to have any interest in the property of the club or exercise any rights in respect thereto immediately after submission of resignation by him in writing to the secretary.

Code of Conduct

As members of the HR Club, we are recognized as a responsible part of the HR community. We are expected to be governed by the following code of ethics and rules of conduct.

- All members shall conduct themselves with professionalism, respect, and integrity at all club events and activities.
- Discrimination, harassment, or disrespectful behavior on the basis of race, gender, religion, sexual orientation, or any other characteristic will not be tolerated.
- Members shall maintain confidentiality when discussing sensitive matters brought up during club discussions.

- Acknowledge his/her obligation to society as a whole, to the organization for which he/she works for and the HR club for which he/she belongs to.
- Pledge his/her effort to the advancement of HR education and practices.
- Commit to active participation to the club by attending the HR meet ups or sending alternate members to such events.
- Uphold security and confidentiality of the HR club's resources. This includes not sharing passwords and access IDs to anyone.
- Strengthen and spread the name and reputation of the HR club.
- Respect the privacy of HR club members.
- Seek permission from the HR club before sending any information or message to the member.
- Acknowledge the right of the HR Club to withdraw his/her membership if found to be violating this Code of Ethics.

Meeting and Activities

- The HR Club shall hold meetings to discuss HR-related topics, share insights, and invite guest speakers.
- Activities such as workshops, seminars, networking events, and community outreach may be organized to enhance members' understanding of HR practices

Finances

- The HR Club shall maintain a transparent financial record and operate within a budget approved by the authority.
- Membership dues may be collected to support HR Club activities and events, with amounts and frequency decided by the leadership team

Dissolution

- In the event of the HR Club dissolution, any remaining funds shall be donated to a recognized charitable organization aligned with the field of Human Resources.
- The process of dissolution shall be carried out in accordance with relevant laws and regulations.

Leadership Committee

The founder members shall constitute a Leadership committee of following positions for 2 years.

The roles and responsibilities of Leadership committee members play a crucial role in ensuring the smooth functioning and success of the HR Club

President:

- Provide overall leadership and direction to the club
- Preside over club meetings and coordinate club activities.
- Liaise with the university/institution and external organizations.
- Delegate tasks to other committee members and ensure their completion.
- Represent the club in official events and meetings.

Vice President:

- Assist the President in their duties and responsibilities.
- Assume the role of the President in their absence.

- Coordinate specific club initiatives or projects.
- Oversee the planning and execution of events.

Event Coordinator:

- Plan, organize, and execute club events, workshops, and seminars.
- Coordinate with guest speakers, venues, and necessary resources.
- Promote events within the club and to the wider community.
- Ensure events are well-structured and aligned with the club's objectives.

Public Relations Officer : 10 Positions

- Promote the club's activities through various channels, including social media, posters, and announcements.
- Maintain the club's online presence and engage with the audience.
- Handle media relations and facilitate coverage of club events.
- Enhance the club's visibility within the university/institution.

Membership Coordinator: 10 Positions

- Manage membership applications and maintain an up-to-date membership roster.
- Welcome new members and facilitate their integration into the club,
- Keep track of attendance at club meetings and events.
- Collect feedback from members and provide it to the leadership team.

Outreach and Community Engagement Coordinator:

Develop initiatives for the club to give back to the community.
 Collaborate with other clubs, organizations, or HR professionals for joint events
 Identify opportunities for the club to contribute to relevant causes
 Facilitate volunteering, mentorship, or career development opportunities

Professional Development Coordinator:

Organize workshops, training sessions, and skill-building activities for members.
 Identify relevant resources, webinars, and learning opportunities in HR.
 Collaborate with the Event Coordinator to provide valuable learning experiences.

The HR Club activities will be as under

Guest Speaker Sessions: Invite HR professionals, industry experts, and academics to speak on current HR trends, best practices and career insights.

Workshops and Skill Development: Organize workshops on resume building, interview preparation. Communication skills, leadership development and other HR related skills.

Panel Discussions: Host panel discussions featuring a diverse group of professionals discussing topics like diversity and inclusion, employee engagement, talent management and more.

Case Study Competitions: Organize HR-related case study competitions to challenge members' problem-solving and analytical skills.

Networking Events: Arrange networking events where members can connect with peers, alumni, and professionals in the HR Field.

Company Visits: Arrange visits to companies or organizations to learn about their HR practices firsthand and interact with HR teams.

Webinars and Seminars: Host webinars or seminars on topics such as HR technology, performance management, workplace culture, and legal compliance.

Mock Interviews: Conduct mock interview sessions to help members practice and improve their interview skills.

Community Engagement: Collaborate with local non-profit organizations for community service projects related to HR, such as resume workshops for underserved populations.

Professional Certification Workshops: Organize sessions to prepare members for HR certification exams like SHRM-CP, PHR, or other relevant certifications.

Research and Publications: Encourage members to research and write articles on HR topics for club publications or external platforms.

Leadership Development Programs: Offer programs that focus on developing leadership skills and qualities relevant to HR professionals.

Mentorship Programs: Establish mentorship programs where experienced HR professionals mentor younger members, offering guidance and advice.

Industry Insights: Share regular updates on HR industry news, trends, and research through newsletters or social media.

HR Career Fair: Organize a career fair exclusively for HR students or professionals, connecting them with potential employers.

Soft Skills Workshops: Conduct workshops on soft skills such as emotional intelligence, conflict resolution, and effective communication.

HR Simulation Games: Host interactive games or simulations that challenge members to make HR-related decisions in various scenarios.

Webinar Series: Launch a series of webinars that deep dive into specific HR topics over a period of time.

Resume Critique Sessions: Offer sessions where members can have their resumes reviewed and receive feedback from experienced HR professionals.

Social Events: Organize informal social events to build camaraderie among members, fostering a sense of community.

The following guidelines that HR Club members follow to ensure a positive and productive experience within the club:

Active Participation:

- Attend club meetings, events, and activities regularly to contribute to discussions and learn from others.
- Engage in club initiatives and projects to maximize your involvement and learning opportunities.

Respect and Professionalism:

- Treat all club members, guests, and speakers with respect and professionalism.
- Avoid discriminatory, offensive, or disrespectful behavior or language.

Confidentiality:

- Respect the confidentiality of sensitive information shared during club discussions or events
- Do not share personal or sensitive details of fellow members without their consent.

Contribution and Sharing:

- Share your insights, experiences, and knowledge during discussions and activities.
- Be open to learning from others and consider different viewpoints.

Commitment:

- Maintain your club membership by adhering to attendance expectations and membership dues (if applicable).
- Fulfill any commitments you've made within the club, such as taking on responsibilities or tasks.

Feedback and Suggestions:

- Provide constructive feedback to club leadership regarding activities, events, and improvements.
- Suggest ideas for topics, speakers, or initiatives that could benefit the HR club.

Code of Conduct:

- Abide by the club's code of conduct, which includes treating everyone with respect and promoting a welcoming environment.

Professional Development:

- Utilize club resources to enhance your knowledge and skills in the field of Human Resources.
- Take advantage of workshops, seminars, and skill-building opportunities.

Networking:

- Engage in networking events to connect with fellow members, alumni, and professionals in the HR industry.
- Build relationships that can potentially lead to mentorship or career opportunities.

Contribution Beyond Meetings:

- Consider taking on roles or responsibilities within the club's committee to contribute to its success.
- Volunteer for tasks or initiatives that align with your skills and interests

Follow Club Policies

- Adhere to any rules, regulations, or policies set forth by the club leadership team.
- Respect deadlines, guidelines, and instructions provided by the HR Club.

Supportive Environment:

- Foster a supportive environment where members can freely express their thoughts and ideas.
- Encourage fellow members to actively participate and contribute.

Professionalism in Communication:

- Use respectful and professional language in all club communications, whether in person or online.
- Avoid spreading rumors or engaging in negative conversations.

Enjoy and Learn:

- Remember that the club is a space for both learning and enjoyment.
- Embrace the opportunities to expand your HR knowledge and make new connections.

Amendments

Any amendments to the club's rules and regulations must be proposed in writing and approved by a majority vote of the active members.

Proposed amendments shall be communicated to all members at least two week before the vote

These rules and regulations are intended to promote a positive and inclusive environment within the HR Club. Members are encouraged to actively contribute to the club's goals and uphold the principles outlined herein. Failure to adhere to these rules may result in sanctions or membership termination as determined by the leadership team.

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HR Professional Membership

Rs. 1000/- Per Annam

- 1) Get information of Various HR Jobs
- 2) Get Latest updates in Labour Laws
- 3) Post your vacancies in the Group
- 4) Get expert opinion of the expert
- 5) Connections with HR Professionals
- 6) Recognition within the HR community for expertise and contributions
- 7) Opportunities to participate in panel discussions or speaking engagements.

Student Membership

Rs. 500/- Per Annam

- 1) Get information of Various HR Jobs
- 2) Get Latest updates in Labour Laws
- 3) Get help in your Project Report
- 4) Get Help in Internship
- 5) Connections with HR Professionals
- 6) Mentoring or coaching opportunities for career advancement.
- 7) Guidance on resume building, interview preparation, and job search strategies.
- 8) Mock interview sessions or Career coaching opportunities.
- 9) Industrial visit