



**NATIONAL
HUMAN RESOURCES
ASSOCIATION**

Connect • Excel • Lead



AFFILIATION INFORMATION GUIDE

ABOUT NHRA

The human resources profession has changed dramatically in the past century. Gone are the days when HR's primary functions were hiring, policing and paper pushing. In today's dynamic workplace, human resource professionals are expected to add value to their organizations. In addition to managing traditional human resource functions, HR is expected to contribute to such key organizational challenges as facilitating mergers and acquisitions, improving productivity and quality, improving the ability of an organization to bring new products to market, and to continuously improve the company's return on its greatest asset...its people.

Established in 1951, the National Human Resources Association (NHRA) is the premier association for HR professionals which prides itself on creating a friendly environment where you can participate in entertaining and relevant programs as well as network and connect with your peers. Our programs and tools provide you the resources to excel in your professional development. The organization also provides numerous leadership opportunities at both the local and national level.

Through programs and services offered across the country, NHRA strives to support human resource professionals throughout their career life cycle – from intern to executive – as Human Resources leads the way for change in today's businesses.

OUR MISSION

The mission of the NHRA National Board is to serve and support our affiliates in providing networking forums and professional development for their members.

OUR NATIONAL STRUCTURE

NHRA is an organization that is run by a team of volunteers working at the national and affiliate level. Our national organization is comprised of a National President, President-Elect and Past President with the following functional reports: Executive Vice President Technology, Executive Vice President Growth, and Executive Vice President Corporate Services. Individuals are elected to hold these national board positions by the association membership; terms of office for the above positions vary.

AFFILIATE/LOCATION STRUCTURE

Our affiliates are also run by volunteer member teams. A typical board structure would include President, President-Elect, Past President, Treasurer, Secretary, and Directors or Chairs of a variety of functional committees including, but not limited to, programs, membership, and professional development. Individuals are elected to hold these positions by the local affiliate membership on an annual basis. The board is tasked with the development and implementation of a strategic plan for the organization that includes delivery of programs and services, community support and financial growth.

Affiliate Presidents and President-Elects are members of the National Board and hold voting rights. They are expected to attend (or send designees in their absence) to two (2) National Board meetings per year. Additional participation in a working national committee during your tenure in office is also required and participation in board phone conferences (with Executive Committee members and other presidents) throughout the year is strongly encouraged.

INTERESTED IN LEARNING MORE?

Existing Human Resources organizations can affiliate with NHRA as can newly forming groups. The first step is to contact our Executive Vice President of Affiliate Growth to let us know that you are interested in forming an NHRA affiliate. Emerging affiliates will work closely with the NHRA Growth Team to assure alignment with the National Human Resources Association vision. This team will serve as your personal liaisons throughout the affiliate process.

Please contact our Affiliate Growth Team via email at newlocations@humanresources.org for a more information. You may also call our Administrative Offices at 1-866-523-4417 and ask to have a member of our Growth Team call you. In your first conversation with the Growth Team, we will provide you with information on NHRA and answer any questions you may have about affiliation. Once it is determined that there is alignment with our vision and mission, your Growth Team Representative will arrange for you to have further discussions with the VP of Affiliate Growth for your geographic area as well as with other national officers. This initial process should be completed within ten business days from your initial contact.

AFFILIATION SUPPORT

Our expansion team is available to provide you with assistance on a variety of issues relating to the start-up of your organization including:

- Development of constitution and bylaws
- Budgetary/financial planning assistance including centralized tax preparation
- Board member job descriptions and board training
- Development of web pages (see below for more information on web services)
- Centralized membership processing for new and renewing members
- Centralized hotline for member questions and support (toll free 866-523-4417)
- Centralized insurance services (liability and D&O); an equal share of the premium is cross-charged back to affiliates annual. Program may vary for new affiliates; please speak with VP Finance for details.
- Sample programs
- Marketing materials including sample announcements, brochures, postcards, membership folders and business cards. We also offer online advertising at the affiliate level for revenue growth as well as a commission on the sale of national advertisements by an affiliate.
- Online operations manual/toolkit
- Online affiliate administration support via our website
- NHRA provides some financial support to start-up organizations. More information is contained in the New Affiliates Financial Guidelines document to be provided to affiliating organizations at the discretion of the NHRA representative working with you.
- Support from successful affiliates (board members available for mentoring)
- National support at your launch meeting

AFFILIATION PROCESS

Once a determination has been made that affiliate will be pursued, you will complete and submit an Application for Affiliation (included at the end of this document). The VP of Affiliate Growth will present the Application to the National Board and will notify you of your status within ten business days of receipt of the application. Affiliates are considered to be “emerging” until the National Executive Committee approves them as “active” affiliates. This applies to affiliates who have been on inactive status and are working to reactivate.

DUES STRUCTURE & MEMBERSHIP

Charter members for new affiliates (minimum 15) will typically join NHRA as Members-At-Large (MAL) until such time as an affiliate is approved by the Executive Committee. Annual dues amounts for regular members are \$70, \$25 for student members and \$125 for corporate members. There is a one-time application fee of \$25 assessed to new regular and corporate members (waived for students). Membership categories and criteria for each category are established by the national organization. More information on each category of membership is available in the JOIN section of our website.

NHRA maintains a membership ratio of approximately 70% HR practitioner, 30% service provider. Newly forming or rebuilding affiliate ratios may vary; however, the end goal should be to build a membership base to comply with this ratio.

The affiliate, once established and viable, may, at its discretion, increase the local portion of the annual membership dues. Pre-existing organizations seeking affiliation with NHRA should discuss dues structure with the NHRA VP Finance. On average, NHRA affiliates charge \$130 per year for a regular member (\$70 of which is payable to National); \$50-75 for student membership (\$25 of which is payable to National), and \$250-\$275 for corporate membership (\$125 of which is payable to National).

Dues are payable one year from the effective date of an individual's membership; both national and local dues are payable at the same time. It is not possible to join national without joining an affiliate or vice versa.

AFFILIATE WEBSITE

While the affiliate is being formed, an information page will be placed on the NHRA website containing basic information about the proposed affiliate including contact information for the organizers (typically the potential President) and program information.

Once the affiliate has been approved, a full set of standard NHRA affiliate web pages will be developed for the affiliate in conjunction with the NHRA webmaster which includes:

- About the Affiliate contains information on the value of NHRA membership including benefits available to members of the affiliate that are in addition to national benefits, cost of membership, meeting locations & costs, contact information, a president's message and more.
- Meetings & Events contains your full program schedule for the upcoming year including meeting notices, speaker and sponsor information and on-line meeting registration.
- NHRA News a public news page to highlight affiliate events, awards, new members, etc.
- JOIN NHRA links to the categories of membership and the on-line application.
- Member Only contains member-only news including affiliate newsletters, special member events.
- Marketing/Advertising contains information on advertising opportunities available through your affiliate including web page advertising, program sponsorship, exhibitor opportunities, and newsletter advertising.
- Board of Directors contains contact information and bios of your affiliate board members.

The website also features mailing list maintenance with email capabilities for members and non-members, meeting registration management, advertising and other backend administration features. The site also features a Resource Center featuring articles, white papers, legal updates, consultant's registry and more as well as a Member Service Center for access to member-only benefits and services.

The responsibility for drafting and maintaining website materials typically falls to the local President and the local Public Relations, Communications or Marketing Director or Affiliate Webmaster. These individuals will work closely with the NHRA webmaster to implement and maintain timely and pertinent information for site visitors. Our team will work closely with you and your Board to develop your initial web pages and train you in the maintenance of the site as you move forward.

SUPPORT FOLLOWING AFFILIATION:

National website featuring general information on the organization plus

- online membership applications for centralized membership processing, issuance of new member kits and username/password administration
- online membership renewals (including invoicing at 90, 60 and 30 days prior to expiration date as well as paper invoices)
- affiliate web pages (about, news, president's message, meetings and events, board of directors, advertising)
- online meeting registration for affiliates
- backend web administration for maintenance of member records, advertising, board listings, events & events registration, email tool, contact forms, non-member mailing list administration, etc.
- Resource Center featuring articles, white papers, legal updates, consultant's registry and more
- Member Service Center for access to member-only benefits and services
- National Board of Directors area housing logos, sample bylaws, forms, president's toolkit, etc.

Marketing Materials and Support

- Tri-fold brochure providing brief overview of the organization and referral to the website for detail
- Membership folder
- Vendor brochure designed to attract potential advertisers, sponsors, fundraising partners, etc.
- Postcards to be used for affiliate mailings, save the date notices, etc.
- Lists of potential organizations for revenue and membership generation
- National and affiliate advertising available. If a national ad is sold by an affiliate (banner or logo ad), a commission of 50% is paid. If an affiliate sells an ad for their own web pages (logo ads), they retain 100% of revenue.

Centralized Processing

- Centralized membership processing as noted above. All funds come through national and affiliate portion is paid back monthly in a single check with a reconciliation report
- Centralized renewal billing as noted above.
- Central hotline for member questions and support (toll free 866-523-4417)
- Centralized insurance services: national obtains D&O and general liability insurance annually and cross-charges affiliates for an equal share of the premium. Liability billing occurs in July; D&O in February.
- Centralized tax registration: obtain tax and state IDs for new affiliates and complete any other required filings. Fiscal year is July 1 through June 30...all affiliates utilize the same fiscal year; new affiliates need to convert.

- Centralized tax services: national has secured the services of a tax firm to prepare federal and state tax returns for those affiliates whose gross revenue exceeds \$25,000 in a fiscal year
- Establishment of membership categories and criteria; affiliate determine their dues and which categories they will offer. Categories are regular, student, and corporate memberships. Also offer lifetime and honorary memberships though these require national approval. National dues is \$60; returning to \$70 effective July 1, 2004.
- Bylaws templates, review and approval
- Annual president's training (conducted at February/March national meeting)

National Board of Directors

Comprised of an Executive Committee of National Directors and the president and president-elect of each affiliate, the National Board is responsible for the development and execution of strategic plans for the organization.

- Two national board meetings held per year: one in February/March, the other in September/October. Up to \$500 in travel assistance available to those attending based upon employer and affiliate support. Meeting schedule is typically Thursday-Sunday though it may vary based upon agenda and location.
- Monthly presidents phone conferences (president and president-elect) with members of the Executive Committee to review action items, project status, etc.
- President and president-elects typically serve on one working national committee during each of their years of office

Affiliate Operations include:

- Establish a board of directors and working committees. Elected board members must be active members of the organization; service on a working committee or in a non-elected position does not require membership.
- Establish program/professional development schedule and the rates for those (revenue stays with affiliate)
- Establish rates for meetings and events sponsorships (revenue stays with affiliate)
- Establish rates for affiliate advertising programs such as newsletter and web advertising (revenue stays with affiliate)
- Establish annual budget and strategic plans

NHRA APPLICATION FOR AFFILIATION

NAME OF ASSOCIATION

National Human Resources Association - _____
 (location name, ex. New Hampshire)

Date Formed: _____

No. of Members _____ Regular Members _____ Corporate Members
 _____ Student Members

PROSPECTIVE BOARD OF DIRECTORS

	PRESIDENT	PRESIDENT-ELECT
Name		
Title		
Company		
Address 1		
Address 2		
Phone		
Fax		
Email		
	TREASURER	SECRETARY
Name		
Title		
Company		
Address 1		
Address 2		
Phone		
Fax		
Email		
	MEMBERSHIP	PROGRAMS
Name		
Title		
Company		
Address 1		
Address 2		
Phone		
Fax		
Email		

Please attach an additional sheet with names and contact information of other Board members if necessary.

Please include the following with your application:

Existing Organizations:

- Existing Constitution and Bylaws and, if applicable, Articles of Incorporation. If previously incorporated, please submit a Certificate of Good Standing from the Secretary of State's office of the State in which you were incorporated
- Strategic Plan/Goals and Objectives, if available
- Year-to-date Financial Statement for current fiscal year as well as year-end statements for the last two completed fiscal years and copies of federal/state tax returns if applicable
- Documentation of your federal and state tax ID numbers
- Program Calendar
- A roster of your membership including membership type and next renewal date.
- List of Board/Committee positions filled other than those listed on Pg 1 of this application
- If your organization is insured, copies of your current insurance policies
- A statement from the President indicating whether there are any outstanding liability, legal or other claims against the organization
- Affiliate History
- Check for National Dues to be determined by NHRA Executive Committee
- Other information you feel is pertinent to your affiliate

Newly Forming Organizations:

- Proposed Constitution and Bylaws
- Strategic Plan/Goals and Objectives, if available
- Financial Plan/Proposed Budget for your first full or partial fiscal year (NHRA fiscal year is July 1 through June 30)
- Proposed Program Calendar
- Membership Applications for all prospective members: please submit online or paper applications (available at www.humanresources.org, Join NHRA section)
- List of Board/Committee positions filled other than those listed on Pg 1 of this application
- Affiliate History (if group seeking affiliate is an existing organization)
- Check for National Dues and Application Fees \$_____ (\$95/new member who is not transferring membership from another NHRA affiliate or from Member-At-Large status)
- Other information you feel is pertinent to your affiliate

Proposed Affiliate President's Signature

Date

SUBMIT TO: National Human Resources Association, ATTN: NHRA Growth Team,
P.O. Box 7326, Nashua, NH 03060-7326. Toll Free Phone: 1-866-523-4417.
Fax 603-891-5760.

FOR NHRA USE:

- Approved, Date: _____ Remarks:

- Not Approved, Date: _____ Remarks:

- Letter of Approval/Welcome Kit sent, Date: _____
- Membership Information Provided, Date: _____
- Financial Information Provided, Date: _____
 ____ Federal Tax ID Established
 ____ State ID/Registration Complete, if applicable
- Marketing Materials Provided, Date: _____
- Website Information Page Developed, Date: _____
- Admin Manual/Board-Only Access Issued, Date: _____