



THE ASSOCIATION OF HUMAN RESOURCE PROFESSIONALS (HRP)

Membership Guidelines

- Objectives of the Association - Page 02
- Membership Process - Page 03
- Membership Categories - Page 04
- Membership Fees - Page 06
- Code of Ethics - Page 07

- **THE OBJECTIVES OF THE ASSOCIATION**

- To serve as a source of information for Human Resources Professionals to help resolve their work related problems.
- To serve as a forum for Human Resources Professionals to meet, fraternize and exchange ideas.
- To prepare and publish Journals, Books, Pamphlets and Papers and to utilize any other means of communication to promote good Human Resources practices.
- To provide training and development support for Human Resource Professionals by way of organizing and promoting Programs / Workshops / Seminars and undertaking Studies and Research Projects for the Government, Private Sector, International Agencies and other Institutions on Human Resources.
- To promote understanding, co-operation and friendship with Human Resources Organizations within and outside Sri Lanka.
- To collaborate or form strategic alliances or any other mode of co-operation with other Organizations, Financial Institutions or non-Governmental Organizations in key areas of Human Resources Developments and Industrial Relations, within or outside Sri Lanka.
- To provide growth and development by establishing a network for mutual assistance, information sharing and consultations.
- To be the Management Catalyst for high moral and ethical standards of treatment of employees in Business Organization.
- To do all things incidental or conducive to the attainment of the above objects or the exercise of the above powers.

MEMBERSHIP PROCESS

- The duly filled Membership Application Form submitted to HRP by the Applicant
- With the view of getting to know the Applicant, he/she may be called for a discussion with two EXCO members
- The recommendations are circulated and tabled at the to the EXCO meeting for approval
- In the absence of any disapproval, the Applicant will be enrolled as member as per the membership guidelines/ EXCO feedback.
- A letter signed by the President/ Secretary is sent to the new member offering the membership
- The membership fee and the enrollment fee to be paid by the member within two weeks
- The membership will be activated and the membership card will be issued

UPGRADING OF THE MEMBERSHIP CATEGORY

Existing HRP Members (Affiliate and Associate) can request for an upgrade if they meet the relevant Membership Category criteria given in page 04.

A duly filled Membership Application Form has to be submitted to HRP. Once the approval process has been completed a letter will be sent confirming the upgrade.

DOCUMENTS TO BE SUBMITTED ALONG WITH THE APPLICATION FORM

The following documents need to be submitted along with the Application Form for New Membership/ Upgrading of Membership.

- Curriculum Vitae / Résumé
- Copies of Educational Certificates
- Copies of Service Letters

MEMBERSHIP

All prospective members are required to execute an application form to be provided by the Association. The application form could be downloaded from the web site too. The duly filled application for membership needs to be submitted to the HRP Secretariat which will be reviewed by the Executive Committee. The Executive Committee has the authority to award the membership as per the criteria given below which is final and conclusive. There shall be no discrimination in membership because of race, cast, creed, religion, or gender.

The membership of the Association cannot be transferred to another person.

The membership of the Association consists of five categories:

“Fellow Member”, “Professional Member”, “Associate Member”. “Affiliate Member” and “Honorary Member”.

(I) Fellow Member (FHRP)

Members who have met the criteria of a Professional Member (MHRP) AND have a strong Human Resource background AND have held positions similar to that of a Chief Peoples Officer, Chief HR Officer, Head of HR, Director HR, Professor of HR, Senior Academic OR Senior HR Consultant during their career are eligible to be appointed as Fellow Members. Should possess at least 15 years working experience AND have made outstanding contribution to the Association of Human Resource Professionals (HRP) AND/OR to the Human Resource Profession.

Fellow Members will have voting rights and will hold any position on the Executive Committee.

(II) Professional Member (MHRP)

Human Resources Professionals who have the academic qualification eligible to become an Associate (AHRP) AND/OR

Attorneys-at-Law, with;

- A minimum of three years working experience in Human Resources field including one year in a management role OR,
- A minimum three years experience in a lecturing role OR in training and development.

The Applicants should fulfill the above criteria at the time of making the application.

The Applicants having considerable Human Resource experience at a senior level OR acting as Consultants at the time of making the application AND holding an appointment at OR near to Board level but do not possess any formal Human

Resources qualification OR any other qualification required to become an Associate Member would be considered to be enrolled as a Professional Member at the discretion of the Executive Committee giving due consideration to the application.

Professional Members will have voting rights and may hold any position in the Association.

(III) Associate Member (AHRP)

The Applicants with following academic qualifications but with OR without experience in Human Resources related functions could apply under the category of Associate Member.

- Post Graduate level qualification in Human Resources OR Business Management from a recognised institute OR a university.
- Diploma in Human Resources OR Business Management OR an equivalent qualification OR a University degree majoring in Human Resources OR Business Management from a recognized institute OR a university
- Any qualification equivalent to Human Resources OR Business Management Professional body qualification OR Certification related to Counseling, Labour Studies, Psychology, Organizational Behavior, Training etc.
- Attorneys-at-Law with Human Resources experience below Managerial level OR who do not have the relevant Human Resources experience to become a Professional Member

Associate Members do have voting rights but cannot hold any position in the Executive Committee.

IV Affiliate Membership

Affiliate Membership is open to anyone who is actively engaged in OR considering a career in Human Resources, AND currently following a course in Human Resources OR Business Management at the time of making the application OR has an active interest in the Human Resources Industry but following a different field of studies other than Human Resource OR Business Management at the time of making the application.

Affiliate Members do not have voting rights and cannot hold any position in the Executive Committee.

V Honorary Membership

The Executive Committee could offer the position of Honorary Member to those holding senior ranks in the governmental OR nongovernmental organizations OR to any individual holding important positions in the Corporate Sector, Business Sector

and Academic Field who could contribute to the development of the Association OR in general to the Human Resource field. The approval of the majority of the Executive Committee present in person including the President should be obtained for such appointments.

All categories of Memberships are awarded by the Executive Committee at their discretion depending on the eligibility criteria.

DISCIPLINARY ACTION

Any member, who conducts himself / herself contrary to the policies of the Association, shall be subject to disciplinary measures including termination of membership from the Association. Upon conducting a disciplinary inquiry, based on the findings such Persons Membership will be suspended by the Executive Committee, at a meeting where a majority of the Executive Committee Members are present in person including the President and a Vice President and thereafter the Membership will be terminated by a Resolution passed by the Members to that effect, at an Annual General Meeting or Extraordinary General Meeting, called by the Association.

FEES:

(a) Enrolment Fees

The Enrolment Fees Payable by every Professional Member / Associate Member, and an Affiliate Member seeking admission to membership of the Association shall be such sums as the Executive Members may resolve from time to time at an Executive Committee Meeting which has the majority of the Executive Committee Members present in person including the President and until otherwise amended the Enrolment Fee shall be Rs.3,000/- for Professional, Associate and Affiliate Members. The Enrolment Fee shall be payable within Two (02) weeks from the date of the enrolment letter sent to the Member subsequent to the application being approved by the Executive Committee.

(b) Annual Subscription

The Annual Subscription shall be as follows.

- Fellow & Professional Members - Rs. 3,000/-
- Associate and Affiliate Members - Rs. 2,000/-

The annual subscription fee could be revised by the Executive Committee at a meeting of the Executive Committee which has the majority of the Executive Committee members present in person including the President. No fee will be charged from Honorary Members.

Any Member who is in arrears of his / her annual subscription for more than two (02) months shall be liable to forfeit his / her membership upon a decision taken by the Executive Committee, at an Executive Committee Meeting where a required

quorum is present, provided that the Member concerned shall receive 14 days notice in writing to pay the amount of Annual subscription in arrears prior to such removal. In the first year of enrolment every Member is required to pay his/her annual subscription fee together with the enrolment fee within 2 weeks from the date of the enrolment letter sent to the member subsequent to the application being approved by the Executive Committee and annual subscription fee for the second year shall be paid within two (02) months from the beginning of each calendar year. Annual subscription is paid for a calendar year. An applicant who gains the Membership and pays their annual subscription fee in the last quarter is considered to have paid their annual subscription fee till December in the subsequent year.

CODE OF ETHICS

It is expected and is mandatory for all Members to adhere to the Code of Ethics set out below.

CODE OF ETHICS

Members of the Association of Human Resource Professionals pledge to:

- Support the Society's goals and objectives for developing the Human Resource Management Profession.
- Maintain the highest standards of professional and personal conduct and ensure public confidence in the integrity and service of HR Professionals.
- Strive for personal growth in the field of Human Resource Management.
- Encourage our Employers to make the fair and equitable treatment of all employees a primary concern.
- Strive to make our organization profitable both in monetary terms and through the support and encouragement of effective employment.
- Maintain loyalty to our employers and pursue their objectives in ways that are consistent with the Nation's interest.
- Refrain from using our official positions, either regular or volunteer, to secure special privilege, gain or benefit for ourselves
- Uphold all laws and regulations relating to our employers' activities.
- Maintain the confidentiality of business and Professional information.