

I - ROLE & MISSION

(1) 1 The Human Resources Committee (HRC) is a supporting committee of AEGEE-Europe and was installed by the Agora Skopje. 2 The mission of the HRC is to support and to help the development of Human Resources in relevant fields for AEGEE.

(2) 1 It consists of AEGEE members, who have expertise or want to acquire some in different fields of human resources. 2 The Committee is divided into different Task Forces created, activated and supervised by the Speaker Team and the appointed Comité Directeur (CD) member.

(3) The role of the HRC is internal and does not entitle it to act independently towards the stakeholders of AEGEE, unless it is granted with that permission.

II - MEMBERS

(1) Members of HRC are subscribed to HRC-L mailing list (hrc-l@lists.aegee.org);

(2) 1 The board is responsible to send the open call to ANNOUNCE-L for new members upon internal need. 2 The board decides upon the selection of membership applications. 3 New members have 3 stages of membership inside of committee:

- Observer
 - a. fresh new applicant for HRC
 - b. needs training (min. 3 hours) and guidance before conducting tasks in one Task Force
 - c. does not have voting rights, cannot run for Speaker team
 - d. promotion: Evaluation by the Speaker team after the personal report from observer and his/her mentor as well
- Trainee
 - a. a member who went through training and basic guidance
 - b. has to be aware of his/her tasks (introduction into the Task Force)
 - c. does not have voting right in HRC
 - d. promotion: has to deliver results during two consecutive monthly reports
- Full member
 - a. belongs to one Task Force
 - b. can run for Speaker team
 - c. has voting rights, is put on Intranet
 - d. conducts his/her regular tasks
 - e. can lead the Task Force

5 Speaker team can make an exception from this structure of membership in case they consider one applicant as sufficiently skillful and experienced to deliver tasks inside of HRC. 6 New full members of the Committee must be announced in HRC-L within the 3 days after their approval.

(3) The board may decide to terminate the membership of a person in case this person acts against the principles of AEGEE or the HRC, or in case his/her presence is not constructive and is not expected to become such.

(4) 1 Members of HRC lose their membership status and accordingly their voting rights, if they do not exercise their voting rights at board elections. 2 Based on the system of monthly reports, members who do not deliver results for their tasks during the period of two consecutive months are at risk of being downgraded or expelled from HRC. 3 If you are a full member of HRC and you do not deliver during two months, you are automatically downgraded to a trainee and lose your voting rights. If you are a trainee and you do not deliver, you are automatically expelled from HRC. 4 Speaker team can grant an exception from this rule.

(5) 1 Members that lost their membership status can re-apply to become members. 2 In case of re-applying, a former member of the Committee can become a trainee, not a full member immediately.

(6) 1 Each member of HRC can propose changes to the Working Format. 2 The members of HRC have to ratify the changes. 3 In case of objection(s), 2/3 of the members have to support the changes in order to be adopted.

III - RESPONSIBILITIES

(1) Speaker team has following responsibilities to carry out:

- Overall management of the Committee
- Ensure communication with the Network and other bodies
- Store knowledge and conduct Knowledge Transfer to other board
- Supervision of Task Forces and their activities

(2) Knowledge Management Task Force carries out:

- Content development of AEGEE Wiki
- Revision of documents related to Human resources
- Create online materials related to Knowledge management

(3) Mentors' Task Force carries out:

- Guidance for new members of HRC
- Individual help for locals
- Mentorship during Statutory events of AEGEE

(4) Learning & Training Task Force is involved in:

- Creation of materials in line with the Strategy for Learning and Training of AEGEE-Europe
- Content development of online trainings
- Building a database of trainers for LTC/RTC

(5) Common responsibilities

- Each member of the Committee, except of members of the Board, is obliged to create monthly reports of activities until second weekend of following month. The reports are handed in a following way: Observer to Mentor, Trainee to Task Force Responsible and Full Member to Speaker Team.

IV -TASKFORCES

- (1) Task Forces are integral part of HRC. Members of HRC, except of Speaker team and CD appointed member, are part of Task Force.
- (2) 1 Each Task Force is led by one member of Human Resources Committee who is responsible for the performance of TF. This person is elected by consensus vote of the members of the Task Force. 2 Supervision is conducted by Speaker team of HRC.
- (3) 1 Task Forces are obliged to create internal activity plan and submit it to Speaker team of HRC for approval. 2 They develop their own monthly reports that are sent to Speaker team until second weekend of following month. 3 Before summer holidays, each Task Force is responsible for drafting an Activity report and submit it to the Speaker team of HRC.

V - BOARD POSITIONS AND RULES

- (1) 1 The HRC Board consists of two elected members and one appointed CD member. 2 The CD member has no voting rights.
- (2) The Board positions are the following:
 - Speaker
 - Vice-speaker
 - one appointed CD member
- (3) 1 The board is being elected once per year. 2 Only full members of the Committee can cast their votes and run for the position in the board in the election process. 3 Election process must start one month before the Autumn Agora and its term lasts for one year;
- (4) The Speaker is the main responsible for the well-functioning of the Committee;
- (5) 1 After forming a new board, the board should update the Working Format. 2 The members of HRC have to ratify the changes. 3 In case of objection(s), 2/3 of the members have to support the new Working Format in order to be adopted;
- (6) After Speaker Team elections and drafting the Activity plan for the upcoming year, the Speaker Team issues an open call for forming taskforces to achieve the goals set in the Activity Plan;
- (7) The Vice-Speakers act in the name of the Speaker, in cases of absence of the Speaker;
- (8) Board members can be dismissed with a 2/3 majority following a voting performed from the HRC board members;
- (9) Dismissed board members have to be replaced within one month following the announcement of the dismissal;
- (10) The board takes decisions based on the principle of consensus;
- (11) The board holds the responsibility of compiling the Activity Report of the Committee before every Agora:
 - a) The board has to announce the Activity Report to the members of the Committee;
 - b) Each task force should individually report to the board;

c) The board should include in the Activity Report the names of the people that form the Task Forces of the Committee.

VI - ELECTIONS

(1) The Elections Committee is responsible for the Elections Procedure;

(2) This Elections Committee is formed by one former board members, or current ones that are not recandidating or the CD appointed member, under the supervision of a representative of the Juridical Commission.

Elections Procedure:

(1) The board has to announce the elections in HRC-L two weeks in advance.

a) The timeline of the elections and the names of the people forming the Election Committee should be included in the e-mail sent to HRC-L;

b) 1 In the timeframe of two weeks, after the elections have been announced and before the elections start, acting board members must submit their Activity Report. 2 Board members that did not submit an Activity Report are not entitled to re-candidate. 3 The Elections Committee can make exceptions to this rule in case there is a valid reason;

(2) The Election Committee should send an open call for candidates.

a) The open call should include:

(i) Timeline of the elections;

(ii) Board positions according to the current Working Format;

(iii) Duration of the term according to the current Working Format;

(iv) Information stating that candidates have to send a motivation letter;

(v) List of Full members of HRC that have a right to run for board position;

b) The call for candidates lasts one week;

c) The Election Committee has to send a reminder four days after the first call;

d) The candidatures have to be sent to HRC-L;

(3) The Election Committee should send an open call for questions to the candidates:

a) 1 The open call should be sent one week after the open call for candidates. 2 When sent, it means that all candidates have been approved, unless stated otherwise and that the period for candidatures is closed;

b) The call for questions lasts three days in which all members, including the candidates and the board members, are allowed to send questions for the first five days;

c) The candidates are entitled to answer only within the four days after the end of the call for questions.

(4) The Election Committee should send an open call for votes:

a) Voting Session lasts one week;

b) 1 The Election Committee should provide the instructions to vote. 2 Full member of HRC can vote up to two candidates with only one vote per candidate;

c) The Elections are valid if more than 50% of full members have voted;

d) The Election Committee may decide to prolong the deadline for voting only in case the quorum has not been reached.

(5) 1 The Election Committee should announce the results. 2 From that moment and on, the term of the elected board starts.

- a) In order to get elected, a candidate should get more than $\frac{1}{3}$ from the total amount of valid votes;
- b) 1 Task division is performed upon the results of the voting for the elections. 2 The Speaker will be the candidate that gets the biggest number of votes and the Vice-speaker will be the candidate that gets the second biggest number of votes.