

CONSTITUTION AND BYLAWS
OF THE
APPALACHIAN HEALTH CARE HUMAN RESOURCES SOCIETY
CONSTITUTION

ARTICLE 1 – NAME

Section 1. The Name of this organization shall be “APPALACHIAN HEALTH CARE HUMAN RESOURCES SOCIETY”.

ARTICLE II – PURPOSE

Section 1. The purpose of this professional organization is to provide leadership support and professional development to health care Human Resources professionals by the mutual exchange of information through society membership. Through this exchange of information, it is intended that positive working relationships and networking opportunities be presented to enable individual members to better serve their respective health care organizations through more effective Human Resources Management.

The Appalachian Health Care Human Resources Society does not discriminate in membership or service on the basis of race, creed, color, national origin, age, sex, or handicap status. Any questions or complaints regarding this policy should be directed to any of the offices of the Society.

BYLAWS

ARTICLE I – MEMBERSHIP

Section 1. Eligibility

A. Active Member – Definition of Human Resources Professional

Individuals shall be considered for active membership if employed by an “Appropriate Institution” as described in Section 1 (D) and has responsibility in either managing the Human Resources function at an “Appropriate Institution” or whose primary function is in a Human Resources specialty area such as Employment, Compensation, Labor Relations, etc...

In special circumstances, such as small institutions where there may not be a discrete Human Resource function, the person having primary responsibility for Human Resources activities shall be eligible for membership

- B. Displaced members may request from the Executive Committee; the ability to continue attending society meetings as a guest and the ability to continue receiving minutes/correspondence related to society business. Approved displaced members may receive benefits for a maximum period of 12 months. Such members shall not be eligible to hold office or participate in the Society's surveys. Such members shall be held to the same standard of conduct as defined in Section 2C. 1 & 2.

The Executive Committee will:

1. Review the request with the active facility member to determine possible conflicts or concerns.
2. Advise the displaced member of outplacement services available through the Society.
3. Review the case bimonthly.
4. Consider the appropriateness of the member continuing to serve as Committee Chair.

C. Honorary Membership

Active members upon request to and approval from the Executive Committee shall be considered eligible for honorary membership upon retirement or resignation due to illness/disability.

D. Appropriate Institution

A member organization must be a health care system or provider that has as a basis of operation a hospital, long term care facility or home health service provider with the exclusion of, for example, private agencies, search firms, and consultants, etc. Such an institution must be located in a geographical location commonly referred to as East Central Pennsylvania, bounded by the northern and southern state lines of the Commonwealth of Pennsylvania, the New Jersey state line on the East (with the exclusion of the suburban and metropolitan areas of Philadelphia) and State College on the West. By approval of the membership at any regular meeting, institutions outside these boundaries may be considered as "appropriate" for membership.

Section 2. Responsibilities and Rights of Membership:

A. Responsibilities

1. Each member shall attend at least two (2) regular monthly meetings in a calendar year. Individuals who join this society after June 30 of a calendar year shall attend at least one (1) regular monthly meeting in that calendar year. This requirement may be waived by the president in the event of extended illness.

Attendance as a guest at the Society's monthly meetings (by individuals who subsequently join the Society during the same calendar year) shall be considered as a member, solely for the purpose of determining continuing eligibility for membership.

Persons not meeting the requirements of this section shall be dropped from membership at the end of the year and shall not be eligible for membership for a period of one (1) year.

2. Each member shall have the right participate in surveys, committees, discussions and other activities of the Society.
3. Members who accept membership into the Society agree to carry out the Society's rules and regulations as set forth by the Society to the Best of their ability in an ethical and professional manner.

B. Rights

Each member shall have the right to vote on all matters before the Society at its regularly constituted meetings, and the right to bring before the Society matters of mutual concern and interest which relates to the field of Human Resources. Each member shall be provided a copy of the minutes of all regular meeting of the Society, a copy of the Society's by-laws and a copy of the membership roster.

C. Suspension or Expulsion

The Executive Committee may suspend or expel any member for just cause, anytime, after giving such member the opportunity for a hearing before the Executive Committee. Any member suspended or expelled may be reinstated by affirmative vote of a majority of members of the Executive Committee present and voting provided said person has been suspended for a period of at least one (1) year.

For the purpose of the subparagraph, the term "just cause" shall include, but not be limited to, any of the following:

1. Any violation of these bylaws.
2. Any conduct on the part of said member that is unethical or unprofessional to the interests and welfare of the Society and its members.

Section 3. Application

Each person seeking membership shall complete an application. Applications for membership will be reviewed by the Membership Chairperson and recommended to the membership for approval at the next regular meeting of the Society. Membership applications received after the regularly scheduled November meeting will be held and voted upon at the regularly scheduled January meeting.

Section 4. Dues

Dues for membership shall be set in January of each year by vote of the membership. Members who join during the year will be required to pay full dues. If a new member joins on July 1 or later, he or she will pay ½ of the annual dues. An exception may be granted if a formal membership drive is held in which the Executive Committee has the discretion to establish a reduced annual dues fee as an incentive for membership.

ARTICLE II – MEETINGS

Section 1. The regular meeting of this Society shall be held on the second Thursday of each month, unless determined otherwise by the President.

The President at the beginning of their term of office will establish the procedures to notify the membership in the event of cancellation of the chapter meeting due to adverse weather or travel conditions. Individual members will have the responsibility to follow established procedures to obtain information about the cancellation.

Section 2. Members representing at least fifteen (15) institutions shall constitute a quorum.

Section 3. The business of the Society at its meeting shall be general round table discussion with the presiding officer empowered to recognize members who wish to address the rest of the members. In questions requiring a vote and or official action of the Society, Robert's Rules of Order Newly Revised will govern. A quorum is necessary for a vote to be officially sanctioned.

Section 4. Standing Committees

Chairpersons shall be appointed by the President each January to provide leadership to the following Standing Committees:

- Compensation
- Benefits
- Labor Relations
- Legislation
- Education
- Removed (Policies and Procedures)***
- Special Functions
- Case Studies
- Membership
- Scholarship

ARTICLE III – OFFICERS

Section 1. The officers of this Society shall consist of the following:

- President
- Vice President
- Secretary
- Treasurer

Section 2. All active members shall be eligible to hold office.

Section 3. At the October meeting, the President shall appoint a nominating committee consisting of three (3) members and designate a chairperson among the members selected for this committee. The members of this committee shall be Past Presidents.

- Section 4. The officers are to be elected at the December meeting, and shall take office in January.
- Section 5. The officers shall hold office for a term of one (1) year and shall not be eligible to serve in the same office for more than two successive terms.
- Section 6. The President and/or Treasurer shall be empowered to disburse funds of the Society.
- Section 7. Any and all conditions which are not addressed herein are to be resolved by the Executive Committee. The Executive Committee will consist of the elected officers.
- Section 8. Vacancies in any of the offices due to death, resignation or other cause may be filled by the Executive Committee.

Members so appointed shall hold office for the remainder of the term, at which time such person may, or may not be nominated for full term.

ARTICLE IV – DUTIES OF THE PRESIDENT

- Section 1. The President shall preside at all meeting of the Society, appoint all committees, and perform such duties as the Society may direct. The President shall appoint a Secretary, Treasurer, and/or a Vice President if these offices become vacant for the unexpired term of said office. The President shall have the authority to call special meeting of the Society, and of the Executive Committee.

ARTICLE V – DUTIES OF THE VICE PRESIDENT

- Section 1. The Vice President, in the absence of the President, shall preside at all meeting of the Society and shall perform all other duties of the President. The Vice President shall also serve as Membership Officer.

ARTICLE VI – DUTIES OF THE SECRETARY

- Section 1. The Secretary shall keep an account of all meetings and shall notify all members of stated meetings through the minutes. Notification of special meetings will be handled by the President. The Secretary, in the absence of the Vice President and the President, shall preside at all meetings of the Society and shall perform all other duties of the Vice President and the President.

ARTICLE VII – DUTIES OF THE TREASURER

Section 1. The Treasurer shall keep an account of all finances and shall submit a report of same at monthly meetings. Also, the Treasurer shall be responsible for all Society billings. The Treasurer, in the absence of the Secretary, Vice President, and the President, shall preside at all meetings of the Society and shall perform all other duties of the Secretary, Vice President and the President.

ARTICLE VIII - ORDER OF BUSINESS

1. Call to order by the President
2. Introduction of Guests
3. Approval/Report of the minutes (prior month)
4. President's Report
5. Vice President's Report
6. Secretary's Report
7. Treasurer's Report
8. Unfinished (Old) Business
9. Committee Reports
 - a. Education
 - b. Benefits
 - c. Labor Relations
 - d. Case Study
 - e. Legislation
 - f. Compensation
 - g. SCAN
 - h. Scholarship
 - i. Special Events
10. Policy and Procedure
11. State Society
12. New Business
13. Adjournment

ARTICLE IX – AMENDMENTS

Section 1. These Bylaws may be amended by an affirmative vote from two-thirds of the members of the Society present and voting at an official designated meeting. The proposed amendments will be mailed to all members for review at least ten (10) days prior to such meeting at which the amendment(s) is to be considered. Amendment shall become effective on the date of the vote.

First Adopted – May 1967

Revision Date – October 10, 1968

Revision Date – December 16, 1971

Revision Date – January 8, 1976

Revision Date – November 13, 1980
Revision Date – June 9, 1983
Revision Date – August 9, 1990*
Revision Date – April 11, 1991
Revision Date – July 9, 1992
Revision Date – June 9, 1994
Revision Date – February 13, 1997
Revision Date – March 11, 1999
Revision Date – December 9, 1999
Revision Date - April 14, 2005

Signature _____ Dana L. Hoffman _____
President

*Incorporates revisions authorized by membership November 8, 1988 as well as those authorized August 9, 1990.