



Sample - compliments of the Colorado Healthcare Association for Human Resource Management

5. Chapter By-laws.

- Chapter By-laws state the Chapter's President, Vice President, Secretary, Treasurer, must be an ASHHRA National member.

Documentation Required: Copy of Chapter By-laws with section stipulating ASHHRA membership requirement highlighted.

This sample includes evidence for #13, #14 and #15

COLORADO HEALTHCARE ASSOCIATION

FOR HUMAN RESOURCE MANAGEMENT

BYLAWS - REVISED July 2005

Article I - Identification

The name of the organization shall be the Colorado Healthcare Association for Human Resource Management hereinafter referred to as the Association. The Association is affiliated with the American Society for Healthcare Human Resources Administration and the Colorado Health and Hospital Association.

Article II - Mission

The mission of the Association is to support the continuing development of effective human resource professionals in health care, promote excellence in performance of all aspects of human resource management, and promote sharing of expertise among our members.

To accomplish this mission, the Association will:

1. Encourage membership in the Association and participation in its activities by all individuals qualified for membership.
2. Promote an understanding of all the various aspects of sound human resource administration and management.
3. Promote the exchange of information among members regarding current and future practice, trends, and research on human resource related topics.
4. Arrange for professional presentations and seminars on human resource related topics to promote the continuing educational growth of members.
5. Provide cooperation and support for the efforts of other organizations to improve the effectiveness of their human resource management practices.
6. Provide a forum for both professional and social interaction among members.
7. Encourage all qualified members of the Association to join the American Society for Healthcare Human Resources Administration and to participate whenever possible in its activities.
8. To achieve the mission of the Association there shall be no discrimination in membership because of race, religion, sex, sexual orientation, age, national origin, or disability.

Article III - Membership

Regular membership in the Association is open to individuals who:

1. Devote at least fifty percent of their time to the practice of human resource administration or management (including benefits, education, payroll, etc.), or have the primary responsibility for the human resource function, in the healthcare field or the Colorado Health and Hospital Association.
2. Associate membership in the Association is open to those individuals who:
 - a. Do not qualify for regular membership; and
 - b. Have as their primary function human resources consulting.

Associate members pay dues but are not eligible to vote. They may not hold elected office.

3. Student membership in the Association is open to those individuals who are currently enrolled in a human resources-related, post-high school curriculum at an accredited college, university or technical school.
4. Honorary membership in the Association shall consist of individuals who are former practitioner members who are no longer active in the profession but are deemed by the membership to contribute in a special way to Association proceedings. As honorary members, they do not pay dues, are not eligible to vote and may not hold office. However, they do receive regular mailings and information for the Association and are encouraged to participate in Association activities.
5. Application for membership will be made to the Membership Director, who will review the prospective member's qualifications. The Membership Director is authorized by the Executive Committee to approve applications that meet the criteria of Article III. Those that do not meet the criteria will be submitted to the Executive Committee for review.
6. Membership is individual and is not transferable within an organization.
7. Members who become unemployed during the membership year may continue their membership until the end of that year, or until they accept employment outside of health care human resources.

Article IV - Privileges of Membership

1. Regular members may make recommendations, present motions, and vote on all issues before the Association. They may hold office in the Association, provided that they meet the qualifications for officers described in Article V.

2. Associate and Honorary members may make recommendations and present motions, may hold appointed positions on the Executive Committee, but may neither vote nor hold office in the Association.

Article V - Officers and Their Duties

1. The officers of the Association shall be the President, President-Elect, Secretary, and Treasurer. The Immediate Past-President shall be an ex-officio member of the Executive Committee. All elected officers shall be members of the American Society for Healthcare Human Resources Administration.
2. Members may submit nominations for officers to the Executive Committee. The Executive Committee shall submit the slate of candidates for offices of President-Elect, Secretary and Treasurer to the general membership during the fourth quarter of each year. Only regular members may make nominations for office.
3. Qualified nominees for office shall include only those individuals who have agreed to accept the responsibilities of the office for which they are nominated.
4. The President shall preside at all Association and Executive Committee meetings and shall direct the management of the Association including appointments to committees. The President shall be the official representative to the annual conference of the American Society for Healthcare Human Resources Administration. All reasonable associated expenses will be reimbursed by the Association (CHAHRM).
5. The President-Elect shall assume all duties of the President in the President's absence and shall become the President of the Association if for any reason the President relinquishes or is removed from office. The President-Elect shall serve as Chair of the Chapter Management Recognition Program Committee and will make recommendations to the Executive Committee to ensure that the Association operates under these guidelines. The President-Elect shall be the official representative to the American Society for Healthcare Human Resources Administration Leadership Conference, if it is offered, or the annual conference of the American Society for Healthcare Human Resources Administration, if it is not offered. All reasonable associated expenses will be reimbursed by the Association (CHAHRM).
6. The Secretary, second in line to the President, shall be responsible for maintaining the minutes of regular Association and Executive Committee meetings and shall perform correspondence duties of the Association.
7. The Treasurer, third in line to the President, shall be responsible for all financial transactions of the Association and shall also submit a budget at the beginning of each fiscal year and a financial report to the membership at the last regular meeting of the year. Treasurer shall submit detailed financial reports to the Executive Committee at each committee meeting, including a breakdown of revenue and expenses by program.

8. The immediate Past-President shall be the member who most recently vacated the office of President. The immediate Past-President shall serve as ex-officio member of the Executive Committee and shall serve as Chair of the Bylaws Committee.
9. Elected officers will take office the first official meeting (either Executive Committee or general membership meeting) after January 1 of each year. No officer may serve more than two consecutive terms in the same office. There is no term limitation on appointed Executive committee members.
10. A member who accepts an appointment as an officer or committee chair also accepts the responsibility for regular participation at Executive Committee meetings. Any Executive Committee member that misses three Executive Committee meetings within a calendar year may be subject to provisions in Article X.

Article VI - Voting

1. The secretary shall mail the slate of candidates for office to all regular members during the fourth quarter of the fiscal/calendar year.
2. Elections will be decided on a simple majority of returned ballots.
3. Decisions on issues other than election of officers shall be determined by a majority vote of regular members present at a regular or special meeting, unless otherwise specified by the regular membership.
4. Proxy votes are not permitted.

Article VII - Executive Committee

1. The Executive Committee shall be composed of the five officers and any other committee chairpersons appointed by the President. Any four Executive Committee members with regular membership status shall constitute a quorum.
2. The Executive Committee shall be the governing body of the Association and shall establish policy and procedures, review membership applications and conduct all other functions designated by the Bylaws.

Article VIII - Meetings

1. General membership meetings of the Association shall be held at least four times per year. Members shall be notified of each meeting by a written announcement mailed to each member prior to the meeting date.

2. When not in conflict with the provisions of these Bylaws, parliamentary procedures shall be governed by "Roberts' Rules of Order, Revised."

Article IX - Dues

1. The Executive Committee shall determine the amount of annual dues needed to conduct the affairs of the Association for the upcoming year.
2. Dues shall be paid no later than March 31 of each year for renewal memberships.
3. Dues paid after March 31 are cause for suspension of membership privileges and will be subject to a renewal late fee.
4. New membership dues received after the beginning of the fourth quarter of a fiscal year will be applied in full to the next fiscal year, giving the new member 12+ months of paid membership.

Article X - Vacancies

1. An elected officer of the Association may be removed from office for cause by a vote of the majority of regular members present at any regularly scheduled membership meeting, provided that written notice of such upcoming vote has been distributed to all members at least two weeks prior to the date of the meeting.
2. Vacancies in any Association office, other than that of President, caused by resignation, removal from office, or other means, shall be filled by election by the regular membership after the vacancy occurs. Should the vacancy occur in the office of President, the President-Elect shall become the President, and office of President-Elect shall be filled accordingly.

Article XI - Amendments

1. Amendments to the Bylaws shall be made by the Bylaws Revision Committee chaired by the immediate Past-President. Proposed amendments shall be submitted to the Executive Committee which shall authorize the Secretary to submit the same in writing to the entire membership.
2. Amendments to these Bylaws shall require an affirmative vote of a simple majority of the eligible voting membership present at the scheduled meeting or of returned ballots if the vote is conducted by mail.

Article XII - Sunset Provision

If, upon the majority vote of the general membership it is determined necessary to dissolve the Association and its assets, the Executive Committee will do the following:

- a. Notify general membership of the result of the vote and intent to dissolve at the end of the fiscal year.
- b. Determine remaining cash assets and distribute those assets as scholarship grants under the scholarship rules as have been used in the Association's history. No scholarship will be distributed to any CHAHRM Executive Committee member.
- c. The ASHHRA Executive Director shall be notified in writing, by the President, of the dissolution of the chapter.