

**BYLAWS
OF
KANSAS HOSPITAL HUMAN RESOURCES ASSOCIATION**

Revised: November, 1987
Revised: April, 1990
Revised: May, 1991
Revised: November, 1993
Revised: November, 1996

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ARTICLE I – NAME

Section 1. The name of this organization shall be the Kansas Hospital Human Resources Association. This Association is a not-for-profit educational association.

ARTICLE II – AFFILIATION

Section 1. The Kansas Hospital Human Resources Association shall be affiliated with the Kansas Hospital Association.

ARTICLE III – OBJECTIVES

Section 1. To promote high standards of professional ethics, education, and effectiveness in the area of human resources management through:

- a. Stimulating the exchange of information
- b. Furthering the professional and personal development of its membership.

ARTICLE IV – MEMBERSHIP

Section 1. Persons professionally engaged in human resources in a hospital that is an institutional member of the Kansas Hospital Association shall be eligible for membership upon payment of the prescribed dues.

Section 2. Persons professionally engaged in human resources management in any medical clinic, or any medical care facility licensed by the state but not an institutional member of the Kansas Hospital Association shall be eligible for associate membership, upon payment of the prescribed dues. Associate membership does not allow for voting privileges nor the ability to hold office in the organization.

Section 3. Persons who have been professionally engaged in Human Resources in a hospital, medical clinic or any medical care facility licensed by the state but are not currently employed, shall be eligible for an associate membership, subject to the approval of their application by the Membership Committee and upon payment of the prescribed dues. Associate membership does not allow for voting privileges nor the ability to hold office in the organization.

ARTICLE V – OFFICERS

Section 1. The officers of the Association shall be as follows: President, Vice President, Secretary and Treasurer.

Section 2. The officers shall be elected by the membership annually and shall be eligible for re-election. Terms shall run from January 1 to December 31.

Section 3. All non-associate members of the Kansas Hospital Human Resources Association will be eligible to hold the office of President.

Section 4. All elected officers shall retain membership in the American Society for Healthcare Human Resources Administration.

ARTICLE VI – DUTIES OF OFFICERS AND BOARD OF DIRECTORS

Section 1. The President shall:

- a. Be the Executive Officer of the Association and shall preside at all meetings.
- b. Appoint such committees as herein provided.
- c. If a vacancy on the Board occurs during the term of office, the President may appoint a successor to serve for the remainder of the unexpired term.
- d. Monitor activities of the District Directors and appoint new Directors per Article VI, Section 6(f).
- e. Be the official delegate to the National Convention for the American Society for Healthcare Human Resources Administration. The Kansas Hospital Human Resources Association will pay the following expenses incurred for this meeting:
 1. Registration
 2. Travel expenses by the most direct route.
 3. Lodging
 4. Food costs.
- f. The President or designated representative shall attend the ASHHRA Chapter Leadership Conference. KHHRA shall cover expenses of attendance at this conference.
- g. Perform other executive functions as may be required.
- h. Distribute annual objectives to membership.
- i. Distribute results of chapter's annual objectives.
- j. Be responsible for compiling and distribution of four (4) newsletters to the membership.
- k. Shall appoint three (3) members to an Audit Committee to conduct an audit of the financial records at the first organizational meeting in January.

Section 2. The Vice President shall:

- a. Assume the duties of the President at such times as the President is absent.
- b. Become President of the Association if, for any reason, the President relinquishes or is removed from office.
- c. Serve as chairperson of the Professional Development Committee.

Section 3. The Secretary shall:

- a. Be responsible for maintaining the minutes of the meetings and other Association records.
- b. Perform general correspondence duties for the Association.
- c. Maintain a complete, accurate list of membership.
- d. Properly notify all members of meeting dates and any other information that should come to their attention.
- e. Turn over all records to the new Secretary.

Section 4. The Treasurer shall:

- a. Collect the money due the Association and be responsible therefore.
- b. Maintain a bank account in the name of the Association. Signatures of all officers shall be registered for the bank account, along with the KHA liaison. Only one signature will be required for the withdrawal of funds.
- c. Turn over all records, bank accounts, cash, etc., to the new Treasurer after proper audit has been made by the Audit Committee.
- d. Publish the annual budget and annual financial report to the membership.

Section 5. The Past President shall:

- a. Chair the Bylaws Committee.
- b. Appoint two members to the Bylaw Committee and, with this committee review and update the Association bylaws as needed.
- c. Formulate appropriate recommendations to the Board of Directors for any Bylaw changes.
- d. Chair the Nominating committee and appoint two additional members to serve on the Nominating Committee.
- e. Present a slate of officers to the membership at the fall annual meeting.
- f. Submit to the Regional Board Representative and the Executive Director of ASHHRA the results of the election of chapter officers.
- g. Send orientation packets to new KHHRA members and evaluate the orientation process for effectiveness.

Section 6. The District Directors shall:

- a. Serve as members of the Membership and Chapter Services Committee.

- b. Review and recommend applications for membership as per Article IV, section 3.
- c. Promote membership in the Association.
- d. Make contact with each new KHHRA member in their district either by mail or phone.
- e. Organize, at a minimum, one district meeting a year. This can be done in conjunction with another district(s).
- f. The term of office for District Directors is two years. District directors are eligible for a second term contingent upon having sponsored district meetings in each year of office.

Section 7. Chapter Management Chair shall:

- a. Oversee activities of the chapter to facilitate completion of the chapter management recognition program as outlined by the American Society for Healthcare Human Resources Administration.

Section 8. The Board of Directors shall:

- a. Have the authority to make policy for the Kansas Hospital Human Resources Association, to establish rules and procedures for the Board of Directors and the Kansas Hospital Human Resources Association, and to approve, modify, or disapprove reports, resolutions, actions of officers, and committees and councils for the Kansas Hospital Human Resources Association. Members of the Board of Directors shall consist of four (4) officers, six (6) directors and Chapter Management Chair. The immediate Past President shall serve as an ex-officio, non-voting member of the Board. A staff member of the Kansas Hospital Association shall also serve as an ex-officio member of the Board without voting privileges.

ARTICLE VII – ELECTION OF OFFICERS

Section 1. Election of officers shall be by a majority of those members present during the fall annual meeting.

ARTICLE VIII – COMMITTEES

Section 1. The President shall appoint the chairperson of each committee who shall be responsible for appointing the members of his/her committee.

Section 2. The standing committees shall be:

- a. Executive Committee – consists of the President, Vice President, Secretary, and Treasurer. The Executive Committee shall assume the duties and power of the Board at such times the Board is not in session.
- b. Nominating Committee – consisting of three (3) members, one of which must be the immediate Past President.
- c. Membership and Chapter Services Committee – shall consist of the District Directors. Duties shall be to review and recommend applications for membership as per Article IV, section 3, and to promote membership in the Association.
- d. Professional Development Committee – chairperson shall be the Vice President. A Kansas Hospital Association staff member shall serve as an ex-officio member of this committee.
- e. Legislative and Labor Committee – this committee shall monitor national and state legislative and labor developments and research, develop and recommend advocacy programs that will meet the needs of the membership.
- f. Bylaws Committee – shall review and update the Association bylaws as needed and formulate appropriate recommendations to the Board of Directors. This committee will be chaired by the immediate Past President.
- g. Communications Committee – shall be chaired by the President. The Communication Committee shall be responsible for compiling and distributing four (4) annual newsletters. This committee is responsible for distribution of the goals, financial, and other pertinent information that may be needed by the membership.

Section 3. Special Committees – the President shall appoint special committees from time to time as the need arises. The special committees shall continue only as long as is necessary to complete the project for which they are appointed.

Section 4. The President shall be an ex-officio member of all committees, but may appoint the Vice President or a member-at-large to represent him/her on any or all committees.

ARTICLE IX – MEETINGS

Section 1. Four (4) one hour educational programs of the Association shall be held each year, one of which will be the fall annual meeting of the Association, and one of which will be held at the district level with each of the District Directors being responsible for scheduling this meeting as an individual district or in cooperation with any other district(s).

Section 2. The Board shall meet four (4) times a year, two (2) of which are during each of the regularly scheduled meetings of the Association.

Section 3. Special meetings may be called by the President or by two (2) members of the Executive Committee.

ARTICLE X – DUES

Section 1. Membership dues shall be established by the Board of Directors.

Section 2. Membership dues shall be paid annually. Dues shall be submitted with the initial membership application and re-submitted at the beginning of each calendar year. Membership dues received after July 1 are pro-rated to one-half the annual dues amount.

ARTICLE XI – ADOPTION AND AGREEMENT

Section 1. These bylaws may be amended or repealed by two-thirds (2/3) vote of the membership present at a regular meeting of the membership. Notice of proposed changes shall be sent to all members at least thirty (30) days in advance of the next membership meeting.