



## **BYLAWS**

### **January 2018**

#### **Article I – Identification**

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

#### **Article II – Mission**

The mission of the Association is to support the continuing development of effective human resource professionals in healthcare, 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 ASHHRA 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:**

Regular membership in the Association is open to individuals who:

1. Devote at least 50% 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.

### **Associate Membership:**

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.

### **Student Membership:**

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.

### **Honorary Membership:**

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.

Members who become unemployed during the membership year may continue their membership until the end of the year, regardless if they obtain new employment or take a position outside of healthcare. When membership is paid for by a member's employer that membership is individually owned by the member and will be recognized as theirs throughout the year, even if they change employers.

## **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, vice president, secretary, treasurer, and communications director. The immediate past-president shall be an ex-officio member of the executive committee. All elected officers shall be members of ASHHRA.
2. Members may submit nominations for officers to the executive committee. The executive committee shall submit the slate of candidates for officer positions 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 ASHHRA and shall serve as chair of the executive committee. All reasonable associated expenses will be reimbursed by the CHAHRM Association.
5. The vice president 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 vice president shall serve as back up to the chapter management liaison and will make recommendations to the executive committee to ensure that the Association operates under these guidelines. The vice president shall be the official representative to the ASHHRA Leadership Conference if it is offered or the annual conference. All reasonable associated expenses will be reimbursed by the Association.
6. The secretary shall be responsible for maintaining the minutes of regular Association and executive committee meetings and shall perform correspondence duties of the Association, to include management of the Association's website.
7. The treasurer 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 communications director shall be responsible for developing attractive and professional communications to support the mission and pride of the Association. The communications director works with the executive committee members to ensure distribution lists are updated with members' information, develops and distributes the Association's newsletters, and coordinates the distribution of all communications regarding conference events and activities.
9. The immediate past president shall be the member who most recently vacated the office of president. and shall serve as ex-officio member of the executive committee.

10. Elected officers will take office the first official meeting (either executive committee or general membership meeting) after January 1 of each new term year. The president and vice president will commit to a two-year term.
11. 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 of these meetings within a calendar year may be subject to provisions in Article X.

#### **Article VI – Voting**

1. If there is more than one candidate for an officer position up for consideration, an email notice will be distributed to all regular members, providing the candidates' bio, and a request for regular members to vote for their selected candidate.
2. If there is a single candidate up for consideration for an officer position, the executive committee will take vote and make the assignment of the selected candidate.
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. Proxy votes are not permitted.

#### **Article VII – Executive Committee**

1. The executive committee shall be composed of the 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 twice per year.
2. Members shall be notified of each meeting by electronic announcement distributed prior to the meeting date.
3. 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 will be effective January 1 to December 31, annually. Dues paid after March 31 is cause for suspension of membership privileges and will be subject to a renewal late fee.

3. New membership dues received after the 2<sup>nd</sup> quarter shall be prorated as determined by the executive committee.
4. All members of the executive committee shall have their dues waived.

#### **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 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, cause by resignation, removal from office, or other means, shall be filled by following the same process in Article VI. Should the vacancy occur in the office of president, the vice president shall become the president, and the office of vice president 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 communications director to submit the same by distribution 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 by email response if distributed electronically.

#### **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:

1. Notify general membership of the result of the vote and intent to dissolve at the end of the fiscal year.
2. Determine the 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 awarded to any executive committee member.
3. The ASHHRA executive director shall be notified in writing, by the president, of the dissolution of the chapter.