

BYLAWS, WASHINGTON STATE ASSOCIATION FOR HEALTH CARE RECRUITMENT

ARTICLE I - NAME AND PURPOSE

Section 1

The name of the Chapter shall be the Washington State Association for Health Care Recruitment or WSAHCR.

Section 2

The purpose of the Chapter is to promote and exchange sound and ethical principles of professional recruitment for mutual betterment and professional advancement of its members. In order to achieve this, the Chapter seeks to establish and maintain appropriate but separate relationships with state, federal, or local hospitals, community health organizations and all advertising media and offer members educational programs for their professional development.

ARTICLE II - MEMBERSHIP

Section 1

Membership may be initiated by the payment of dues to the Association and shall be for a period of 12 consecutive months from July 1 to June 30.

Section 2

Types of Membership:

a. Active Membership: active membership shall be available to any individual employed in an acute, affiliated or free standing facility who is actively engaged in health care recruitment, retention and/or human resource processes or is responsible for the operation of said program.

Active membership with annual dues of \$50 entitles the member to:

1. Attend regular meetings
2. Correspondence and statistical data
3. One vote in the annual election of officers

b. Associate Membership: available to those individuals interested in supporting the activities of the organization and interested in maintaining their involvement in the Association. Associate members shall be ineligible to vote as a member or to hold any office in this Association. Associate members may be designated to serve on appropriate committees.

c. Institutional Membership: open to individuals representing an organization closely allied to health care recruitment and interested in supporting the goals of the Association and furthering its growth and development. These individuals may hold committee membership but do not have voting privileges and may not hold office. No temporary staffing agency or personnel placement agency or individuals employed by such agencies will be allowed membership status. Annual dues for institutional members are \$200.

ARTICLE III - GOVERNING BODY AND OFFICERS

Section 1

The Chapter will elect a President, Vice President, Treasurer and Secretary. All officers will be members of NAHCR. Officers shall be elected annually as provided in Article IV.

Section 2

The governing body of this Association shall be known as the Executive Committee. It shall consist of the Chapter officers and two members at large. The Committee shall manage and direct the affairs of the Association.

Section 3

The Executive Committee shall meet as needed or at the call of the President.

Section 4

Terms of office will be for one year. All Chapter offices will be voted upon at the same time.

Section 5

No officer shall succeed him/herself for more than two consecutive terms in the same office.

Section 6

A majority of the Executive Committee shall constitute a quorum at all executive meetings.

ARTICLE IV - ELECTION OF OFFICERS

Section 1

Nominations for the election of Chapter officers shall be accepted at the last meeting in the fiscal year (typically May). The request for nominations shall be sent to all chapter members with meeting notice information.

Section 2

Prior to the election of officers, all members will be advised of the forthcoming election.

Section 3

A majority of votes cast by the members shall determine the results. Announcement of the new officers shall be made prior to July 1 when the new officers assume their duties.

Section 4

If the Chapter President is unable to fulfill the term of office, the Vice President will assume the office. If any other elected Chapter office becomes vacant, the President with the advice and consent of the chapter membership shall appoint a member to fill the office for the remainder of the term.

ARTICLE V - DUTIES OF OFFICERS

Section 1

The President shall:

- a. Preside at all meetings of the Chapter.
- b. Serve as a representative of this Chapter at meetings of other organizations concerning health care recruitment.
- c. Function as the contact person with the National Association for Health Care Recruitment and serve as representative on the NAHCR Chapter Presidents' Council.
- d. Function as liaison with NAHCR for Recruitment Directions.
- e. Submit an annual report on the Chapter's activities to NAHCR by June 30.
- f. In the absence of the Association Treasurer, may serve as an alternate signer of checks.

Section 2

The Secretary shall:

- a. Conduct the general correspondence of the Chapter.
- b. Record and distribute minutes of all Chapter meetings.

Section 3

The Treasurer shall:

- a. Maintain the official membership list.
- b. Maintain charge of the Chapter funds and keep accurate records of official transactions of the Association.
- c. Maintain responsibility for maintaining all banking transactions.
- d. Submit to the President a year-end report of expenditures.

- e. Submit a statement at each meeting or at other times as requested by the Association President.
- f. After June 30 of each year, shall submit a complete summary of receipts and expenditures for the fiscal year just ending.
- g. Turn over all records to his/her successor after the officers have approved the summary.

Section 4

The Vice President shall:

- a. Preside at meetings in the absence of the President.
- b. Assume the office of President in the event that the President is unable to fulfill their term of office.
- c. Serve as a member of the Executive Committee.

Section 5

Members at Large (2) shall:

- a. Volunteer from the Chapter membership.
- b. Participate as members of the Executive Committee.

ARTICLE VI - COMMITTEES

Section 1

The President shall appoint Chairpersons of all committees with the approval of the Executive Committee. All committees shall report to and be responsible to the President.

ARTICLE VII - MEETINGS

Section 1

The Chapter will meet at least three times per year. At least one meeting per year will have an educational focus.

Section 2

At least two weeks in advance of the meeting, the Secretary will provide to the membership notice of all meetings including the time and place.

Section 3

Chapter meetings will be open to prospective members and guests.

Section 4

A simple majority of those present and voting shall constitute a quorum for the transaction of business. Each dues paying member is entitled to one vote. A vote will be carried by a simple majority of those voting.

ARTICLE VIII - ETHICS

Section 1

Members are expected to demonstrate integrity and behavior of the highest professional character, with the following as guidelines:

- a. Activities of the members will be conducted in a professional manner, which reflects credit to themselves and WSAHCR. They will avoid infringing on the rights of others and avoid conflicts of interest. They will promote their own institution and will not engage in activities that are derogatory to others.
- b. Members will utilize advertising that truthfully exemplifies the characteristics of their institution.
- c. Members communicating references to other members will do so in the strictest confidence, as permitted by the policies of the respective institutions.

ARTICLE IX - AMENDMENTS

Section 1

Any member of the Chapter may submit amendments to the Bylaws in writing to the President. The President shall submit the proposed amendment to the Executive Committee, and the Secretary shall be instructed to submit same to the membership for approval at the next meeting. An affirmative vote of the majority of those present shall be required for approval.

Section 2

All major issues affecting the Chapter shall be submitted to the membership for vote. The membership then will be advised in writing that a vote of those attending shall be necessary to pass the issue.

ARTICLE X - FISCAL YEARS AND DUES

Section 1

The Chapter fiscal year shall begin on July 1st and end on June 30th.

Section 2

Each member shall pay to the Association annual dues as established at the last meeting of the fiscal year based on the recommendation of the Executive Committee and the majority vote of the membership.

Section 3

Dues are paid to the Treasurer by June 1st. Members who have not paid dues by July 1st will be notified by the Treasurer and all privileges of membership will be suspended until the arrears are paid in full.

Section 4

Dues will not be returned upon termination of membership but may be transferred to the member's successor.

Section 5

New members joining after the start of the fiscal year will pay prorated dues as determined by the Executive Committee.

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