

**Bylaws of the  
South Carolina Healthcare  
Human Resources Association  
2017**

**ARTICLE 1 – Name:**

1. The name of the Association shall be the South Carolina Healthcare Human Resources Association.

**ARTICLE 2 – Purpose:**

1. To develop and improve sound human resources practices and to work toward higher standards in human resources administration and related health care facilities.
2. To promote a free exchange of ideas and information, and to plan and sponsor such meetings and workshops as deemed necessary for this purpose, and to further the education and development of members and other interested persons.

**ARTICLE 3 – Membership:**

1. Active members of the Association will be those who routinely perform a healthcare human resources administration function or whose interest in healthcare human resources are such that membership is indicated.
2. Society membership is not open to representatives of for-profit consulting services, placement or employment agencies.
3. All new applications for membership shall be referred to the Membership Committee, which shall make recommendations to the Board of Directors.

**ARTICLE 4 – Dues:**

1. The South Carolina Hospital Association shall establish the amount of annual dues. The Association's calendar year, for purposes of fiscal accounting, membership and board assignments, shall run from January 1<sup>st</sup> to December 31<sup>st</sup>.

## **ARTICLE 5 – Voting:**

1. All Active members are entitled to one vote. On all items requiring a vote, a simple majority of those present will decide the question. If voting by mail, a simple majority of those voting will decide the question.
2. Election of Officers:
  - a. The President will appoint a nominating committee consisting of at least three Association members. The recommended slate of officers will be presented at the annual meeting.
  - b. Additional nominations from the floor will be accepted.
  - c. If nominations are made from the floor, voting will be conducted by closed ballot; otherwise voting will be conducted by open ballot.

## **ARTICLE 6 – Quorum:**

1. A quorum for a business meeting shall consist of at least 25% of the Association membership.
2. A quorum for a Board of Director's Meeting shall consist of a majority of Board Members including at least one officer.

## **ARTICLE 7 – Officers:**

1. Association officers shall be President, President-Elect, and Vice President, Secretary/Treasurer. To be qualified to hold a position, the president, president-elect, vice president, treasurer/secretary shall be active members of ASHHRA. The association will bear the cost of ASHHRA membership for the individuals holding these offices.
2. Officers are elected for one year and take office on Jan 1<sup>st</sup> following election. An officer may not serve for more than two consecutive terms in any office.
3. There shall be a Board of Directors which consists of the current association officers, the immediate Past Present, a long-term care facility member, four (4) Regional Board members, Communication Board member, and 2 At-Large Board members. In addition, an ex officio member of the Board will be

appointed by the South Carolina Hospital Association, who will be present as a non-voting associate member.

4. The current President, past President, President elect, Vice President, Secretary/Treasurer and Communications Chair shall be the Executive Committee.
5. The Board of Directors shall be involved in the planning of the Association's activities, development of the mission and purpose, and implementation of the goals and objectives.
6. The Communication, 2 At-Large, Recruitment Network member and Regional Board members shall be appointed jointly by the Old and New Executive Committee, Board Members shall be appointed for a one year term of office and will take office on January 1<sup>st</sup>.
7. The Board of Directors will appoint an Association member to fill a vacant office.
8. Regions for Board representation shall be proposed by the Executive Committee and approved by a majority of the entire membership.
9. Special meetings of the Board of Directors can be called by the President and shall be called upon written request of three members of the Board.
10. The Board of Directors shall be subject to the orders of the South Carolina Healthcare Human Resources Association.

## **ARTICLE 8 – Duties of Officers:**

1. The President shall preside at all Association meetings and Board of Directors' meetings. and will work with the executive committee and board to sponsor regional meetings and to have a minimum of three educational sessions for the membership and other HR professionals, in the Columbia area.
  - a He/she shall appoint committees as designated in Article 10.
2. The President elect would assume the Presidency of the SCHHRA on January 1 of each year. The President-Elect shall assume the duties of the President in his/her absence or upon his/her relinquishing office. This position will also chair the annual conference planning committee.

3. The Secretary/Treasurer will be in charge of board meeting documentation, have oversight of the finances, head the budget planning and communicate updates on the financial well-being of the SCHHRA its membership and the board. The Secretary/Treasurer would be the first year of the Board Officer Succession plan.

4. The South Carolina Hospital Association shall have charge and control of the Association's money and shall receive and expend all monies of the Association as directed by the Board. The South Carolina Hospital Association shall be responsible for keeping an accurate record of all the Association's financial matters and shall submit reports as required by the Board.

#### **ARTICLE 9 – Meetings:**

1. The annual business meeting will be held each year along with other meetings as called by the President.
2. Members shall receive no less than 10 days notification as to date, time and place of all meetings.
3. Special meetings shall be called upon written notice of five members of the Association. The purpose of this meeting shall be stated in the call.
4. Proxy voting shall not be permitted at any annual or called meetings of the Association.

#### **ARTICLE 10 – Committees:**

1. The Program Committee, having charge of meetings, programs and special activities shall be appointed by the President-Elect.
2. The Membership Committee shall be appointed by the President of the Association and shall seek to enlist new members into the Society. The Membership Chairperson shall maintain an accurate listing of current members and furnish membership information to all prospective members upon request. The Membership Committee shall receive all applications for membership in the Association and make recommendations to the Board of Directors as to the

qualifications of these applicants. The Secretary/Treasurer, Vice President and Regional Representatives will serve as members of the committee.

3. The President may appoint other committees as may be required for the expeditious handling of the Association affairs.

#### **ARTICLE 11 – Affiliations:**

1. The South Carolina Healthcare Human Resources Association shall foster and maintain a close, continuing relationship with the South Carolina Hospital Association.
2. The South Carolina Healthcare Human Resources Associations shall foster and maintain a close, continuing relationship with the American Society for Healthcare Human Resources Administration and shall encourage its members to belong to the American Society of Healthcare Human Resource Administration.

#### **ARTICLE 12 – Disposition of Assets:**

1. The Association is organized exclusively for charitable, scientific and educational purposes as a not-for profit association. It shall be so conducted that no part of its income and earnings shall insure to the benefit of any member, director, officer or other individual.
2. The Association shall obtain an audit to ensure compliance with IRS regulations on a periodic basis as determined by the Board. Since it is a nonprofit organization, upon dissolution, any assets of the Association shall be distributed to the American Society for Healthcare Human Resources Administration, an eleemosynary organization, enjoying exempt status under S501c(3) of the Internal Revenue Code or successor statutory authority.

#### **ARTICLE 13 – Amendments:**

1. These Bylaws may be amended by a simple majority of the Active membership present, provided that the membership shall have been notified in writing of all proposed amendments four weeks in advance.