

**BYLAWS
OF
KANSAS HEALTHCARE HUMAN RESOURCES ASSOCIATION**

Revised: 11/87, 04/90, 05/91, 11/93, 11/98, 04/03, 11/05, 11/06, 11/07, 11/08, 11/12, 11/13, 11/14, 04/2016 and 09/2018

ARTICLE I – NAME

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

ARTICLE II – AFFILIATION

Section 1. The Kansas Healthcare Human Resources Association shall be affiliated with the Kansas Hospital Association (KHA) and American Society for Healthcare Human Resources Administration (ASHHRA).

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, and
- b. Furthering the professional and personal development of its membership.

ARTICLE IV - MEMBERSHIP

Section 1. **Practitioner Membership** shall be granted to those individuals who are professionally engaged in human resources in a healthcare organization. Membership shall be eligible to vote and hold office in the association upon payment of dues.

Section 2. **Transitional Practitioner Membership** shall be granted for members who are in job transition and who are continuing to search for employment in the health care field. They shall be allowed to continue active membership for up to 12 months after job loss/change or otherwise extended by the board of directors. Transitional members shall continue to serve on committees or boards assigned prior to job transition. Dues for transitional members shall be one-half of the practitioner dues. Transitional members shall maintain voting rights.

Section 3. **Alumni Membership** shall be granted to former practitioner members who are no longer active in the profession due to retirement or disability. The alumni member shall have been a member of the association for a minimum of three years. Alumni members are not required to pay annual dues. Alumni members will not have voting rights and will not be eligible to hold an office in the association.

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Section 4. **Student Membership** shall be granted to individuals who are pursuing a course of study in human resources or a closely related field. Student members shall have no voting rights and shall not be eligible to hold an office in the association. Dues for student members shall be one-half of the practitioner dues.

Section 5. **Associate Membership** shall be granted to persons who have an active membership in a Kansas Hospital Association Allied Organization other than KHHRA, subject to the approval of their application by the Membership Committee. Associate membership does not allow for voting privileges, no list serve, nor the ability to hold office in the organization. Dues for associate members are the same as the practitioner membership rate.

ARTICLE V – OFFICERS

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

Section 2. The officer of President Elect shall be elected by the membership annually and will assume the positions of President and Past President the following two years. Terms shall run from January 1 to December 31.

Section 3. The officers of Secretary and Treasurer will be a two-year term and will be elected alternating every other year. For the first year this is implemented (2014), the Secretary will be for a two year term and the Treasurer will be for a one year term. Therefore, for odd years we will elect a Treasurer and for even years, we will elect a Secretary. Both these offices shall be eligible for re-election.

Section 4. All non-associate and non-alumni members of the Kansas Healthcare Human Resources Association will be eligible to hold the office of President.

Section 5. 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

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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 Healthcare Human Resources Association will pay expenses incurred for this meeting.
- f. Perform other executive functions as may be required.
- g. Distribute annual objectives to members.
- h. Distribute results of chapter's annual objectives.
- i. Be responsible for compiling and distributing of two (2) newsletters to the membership.
- j. Shall appoint three (3) members to an audit committee to conduct an audit of the financial records at the first organization meeting in January.
- k. Appoint a Member-at-Large.
- l. Be responsible for planning and organizing the two (2) KHHRA Conferences held in the spring and fall.

Section 2. The President Elect 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.
- d. Attend the ASHHRA Chapter Leadership Conference or designate a representative. KHHRA shall cover the expenses of attendance at this conference.

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. 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.
- 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 Bylaws Committee and, with this committee, review and update the Association bylaws as needed.

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- 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. Be responsible for completion of Chapter Management Recognition Program as outlined by ASHHRA.
- h. The immediate Past President shall serve as an ex-officio, non-voting Member of the Board.

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 a minimum of one district meeting a year. District Directors are eligible for a second term contingent upon having sponsored district meetings in each year of office.

Section 7. The Board of Directors shall:

- a. Have the authority to make policy for the Kansas Healthcare Human Resources Association, to establish rules and procedures for the Board of Directors and the Kansas Healthcare Human Resources Association, and to approve, modify or disapprove reports, resolutions, actions of officers and committees and councils for the Kansas Healthcare Human Resources Association. Members of the Board of Directors shall consist of four (4) officers, six (6) District Directors and Member-at-Large. A staff member of the Kansas Hospital Association shall also serve as an ex-officio member of the Board without voting privileges.
- b. Prepare and approve the annual budget.

Section 8. The Member-at-Large shall:

- a. Serve as a member of one standing committee, to be appointed by the President.
- b. Send orientation packets to new KHHRA members and evaluate the orientation process for effectiveness.
- c. Serve as a member of the Professional Development Committee and assist

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the President and the President Elect in preparing for spring and fall meetings.

- d. The term of office for Member-at-Large is by appointment. The Member-at-Large is eligible for a second term contingent upon having completed the requirements of the position the previous term.
- e. Educate and offer orientation of KHHRA and ASHHRA to all new members of KHHRA.

Section 9. Education Officer shall:

- a. Ensure membership has access to CEU's for any educational meetings that are presented through KHHRA;
- b. Assist the President in coordinating speakers with presentation that meet the criteria identified for offering CEU's, help plan the conference materials, and assist District Directors in putting together educational offerings for District meetings.
- c. May represent KHHRA on the KHA Convention Planning Committee
- d. Length of term will be three (3) years and are eligible for contingent terms.
- e. Implement a succession plan to ensure a smooth transition of duties training the delegate in matters of importance on maintaining CEU abilities and an ongoing database of speakers to draw from ensuring membership stability in educational presentations.
- f. Committee member of the Professional Development Committee.

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, President Elect, 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

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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 President Elect. A Kansas Hospital Association staff member shall serve as an ex-officio member of this committee. Education Officer and Member-At-Large will serve as members of this committee.
- e. Bylaws Committee – The immediate Past President shall chair this committee and will review and update the Association bylaws as needed, and formulate appropriate recommendations to the Board of Directors.
- f. Communications Committee – shall be chaired by the President. The Communications Committee shall be responsible for compiling and distributing two (2) annual newsletters and for maintaining the KHHRA website. 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 President Elect or a member-at-large to represent him/her on any or all committees.

ARTICLE IX – MEETINGS

Section 1. Two (2) educational conferences of the Association shall be held each year and an educational program 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 Kansas Healthcare Human Resources Association (KHHRA).

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.

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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.

ARTICLE XII– DISSOLUTION

Section 1. Upon dissolution of the Organization, the assets of the Organization remaining after payment of all outstanding debts and liabilities shall be transferred to Kansas Hospital Education and Research Foundation (KHERF) or in the event that KHERF is unable to accept transfer, then a similar organization exempt from income tax under Section 501 of the Internal Revenue code or the corresponding section of the law then existing. Said assets shall be used by such transferee organization for educational purposes.