

KANSAS CITY HEALTHCARE COMMUNICATORS SOCIETY

Bylaws

ARTICLE 1. NAME

The name of the organization shall be the Kansas City Healthcare Communicators Society, hereinafter referred to as KCHCS or the Society.

ARTICLE II. AFFILIATIONS

The Society collaborates with the Kansas Hospital Association (KHA) and the Missouri Hospital Association (MHA), and shall pursue an agenda compatible with the Missouri Association for Healthcare Public Relations and Marketing (MAHPRM) and the Kansas Association of Health Care Communicators (KAHCC).

ARTICLE III. MISSION AND OBJECTIVES

The mission of the Kansas City Healthcare Communicators Society is to assist communicators who work in or have an interest in the healthcare field continue their professional development by increasing their understanding of the industry and their role in it.

The objectives of KCHCS shall be to initiate and foster programs and activities to fulfill the purpose of the Society by:

- Encouraging the highest standards of practice in healthcare communications
- Promoting effective utilization of sound public relations and marketing programs in the healthcare field by: a) continually raising professional standards; b) developing members' knowledge; c) increasing members' competence; d) bringing uniformity of purpose to solving common problems; and
- Rendering mutual assistance to stimulating an exchange of information concerning matters of healthcare communications.

The objectives of KCHCS shall be compatible with those of KHA, MHA, MAHPRM, and KAHCC.

ARTICLE IV. MEMBERSHIP

Section 1 – Qualification for Membership

The membership shall consist of persons who have communications responsibilities for a healthcare organization, or any individual who provides support to or services for the healthcare industry.

Section 2 – Types of Membership

- ACTIVE MEMBERSHIP:** Individuals eligible for active membership shall be those persons with communications responsibilities for a healthcare organization or any individual who provides support to or services for the healthcare industry.
- STUDENT MEMBERSHIP:** Student membership shall be extended to any student attending an area college or university.

Section 3 – Applications

Applications for membership shall be made on the Society’s form, which shall be issued by and returned to the KHA Offices. Applications may be reviewed by the KCHCS board officers.

Section 4 – Voting

- A. Each active member shall be entitled to one vote.
- B. All matters shall be settled by a simple majority of those voting.

Section 5 – Termination of Membership

Membership in KCHCS may be terminated by the Board of Directors for failure to pay dues, or for non-compliance with any pertinent provisions of the bylaws of the Kansas City Healthcare Communicators Society.

ARTICLE V. OFFICERS AND DIRECTORS

Section 1 – Officers and Directors

- A. The Board of Directors shall consist of eight members elected by the KCHCS membership, with emphasis on geographic and industry representation of the entire Greater Kansas City area, and one representative from the Kansas Hospital Association and one representative from the Missouri Hospital Association who shall be designated as at-large members of the board.

Active members of KCHCS shall be eligible to serve as Directors. Term of office shall be three years. Consecutive terms on the board shall be limited to two. Members may be re-elected to the Board of Directors after rotating off for one term.

- B. The Officers elected by the Board of Directors from its own membership are President, President-Elect, Secretary and Treasurer. Term of office for these elected positions shall be one year with the possibility of re-election.
- C. The President shall serve as the Society’s Board chairman.
- D. The Past President of the Society shall be the ex-officio member of the Board, unless otherwise continuing to serve in an elected voting capacity on the Board.
- E. New Officers and Directors shall take office in January.

Section 2 – Election of Officers and Directors

- A. Each year, a nominating committee appointed by the Board will prepare a ballot of nominees to fill those Directors’ positions being vacated. Ballots will be sent to active members prior to year-end. Active members may choose to write in alternate candidate(s) for election on the ballot. Directors shall be elected by a simple majority of members voting. In the event of a tie, a run-off election will be sent to active members, and ballots must be received within fifteen (15) days.

- B. At year-end, the Board of Directors will meet to elect officers and make plans for the year ahead.

Section 3 – Officer and Board Responsibilities

- A. Duties of the Board: The KCHCS Board of Directors shall make policy decisions for the Society, approve the budget and individual expenditures exceeding \$1,000, review the bylaws annually, and develop programs of the Society that further its purpose and fulfill its mission and objectives. The Board also shall be empowered to create and oversee special committees, as deemed necessary. The Board shall meet a minimum of two times annually to plan programming and the Fall Conference
- B. Duties of the President: The President shall act as the chief executive officer of the Society. The President shall: a) preside at all meetings of the Society and the Board; b) supervise the activities of the Society; c) appoint chairmen of special committees, as they are established by the Board; d) perform additional duties, as authorized by the Board; e) approve all expenditures to be paid by the treasurer; f) lead the board in planning and coordinating programs and the Fall Conference; and g) recruitment and follow-up with new members.
- C. Duties of the President-Elect: The President-Elect shall: a) in the absence of the President, perform the duties and assume the responsibilities of the President. The President-Elect shall: b) arrange/facilitate all meeting details such as location, food and speakers.

The Society, at the board's approval, shall provide funds for the President-Elect's professional development during his or her term of office. This may include dues, registration fees, and/or travel to not exceed \$1,500 to be used to attend an educational conference such as the Society for Healthcare Strategy and Market Development, the Public Relations Society of America, the International Association of Business Communications, etc.

- D. Duties of the Secretary: The Secretary shall: a) record the proceedings and prepare the minutes of the Board, which shall be available to the members online; b) maintain the permanent files of the Society at the KHA offices; c) coordinate the distribution of membership applications received at KHA; d) update the board on KCHCS membership; e) distribute and receive ballots for election of the Board of Directors; f) coordinate the placement of a membership listing on the KCHCS Web site; g) maintain Society bylaws and make them available on the KCHCS Web site; h) coordinate the notices to members 3-4 weeks prior to meetings; i) oversee management of the Society's Web site; and j) perform other duties as necessary including the meeting materials such as name tags, pens and drawing baskets are available.
- E. Duties of the Treasurer: The Treasurer shall: a) maintain the financial records of the Society; b) pay all bills and other expenditures of the Society upon approval of the President; c) prepare and submit an annual budget, if requested by the Board; d) review

all financial statements from KHA; e) submit quarterly financial reports to the Board; and f) retain speaker gifts/payments, and door prizes.

- F. Vacancies: The President, with the approval of a simple majority of the Board of Directors, shall fill all vacancies on the Board or special committees. Such appointees shall serve until the end of the term.

In the event that the President is unable to fulfill his/her tenure of office, the President-Elect will assume the Presidency and complete the term of office. In the event that the President-Elect is unable to fulfill the tenure of his/her office, the Board will elect from its membership a new President-Elect.

ARTICLE VI. COMMITTEES

Section 1 – Program Committee

The Board of Directors shall serve as the program committee, and the Board’s President shall assume leadership in this endeavor, as provided in Article V, Section 3.

Section 2 – Other Committees

The Board of Directors may appoint special committees as deemed necessary, and the President may serve as chairman of such committees or designate other chairmen. A committee shall be discharged automatically at the end of the special project, unless otherwise specified by the Board.

ARTICLE VII. MEETINGS

Section 1 – Annual Planning Meeting

The annual planning meeting will be held prior to the end of the year.

Section 2 – Regular Meetings

Meetings of the KCHCS membership shall be held on a regular basis as determined by the Board of Directors. Guests may attend one complimentary meeting a year, not to include the fall conference.

Section 3 – Special Meetings

The President, with the approval of the Board, may call such special meetings as deemed necessary. Notice of a special meeting shall be distributed two weeks in advance of the meeting and shall specify the purpose of the meeting.

Section 4 – Board of Directors’ Meetings

The President shall call a minimum of two Board meetings per year; more meetings may be called, as deemed necessary. The incoming and current Boards shall meet prior to the end of the year to plan the year ahead.

Section 5 – Quorum

A quorum of 20 percent (1/5) of the KCHCS membership eligible to vote shall be necessary to transact official business. A lesser number may conduct and adjourn a meeting, but may not transact official business.

A quorum of five voting members of the KCHCS Board of Directors shall be necessary to transact official business at Board meetings. A lesser number may conduct and adjourn a meeting, but may not transact official business.

ARTICLE VIII. DUES

Section 1 – Amount of Dues

The Board of Directors shall determine annual dues for voting members of KCHCS. Ex-officio members of the Society (KHA and MHA representatives) shall not pay dues.

Section 2 – Payment/Nonpayment of Dues

Dues shall be payable to the Society by a date determined by the Board of Directors and should accompany an individual's membership form. Any members whose dues are unpaid by April 1 may be suspended from membership in the Society.

Section 3 – Transfer of Membership

In the event that a Society member leaves his or her position with an organization due to promotion, transfer, new job, termination, illness, death, etc., said membership is transferable to the person assuming those responsibilities, providing the membership was paid for by the organization. In this case, new Society members may complete their predecessor's yearly membership without paying additional dues.

ARTICLE IX. AMENDMENTS

The bylaws of the Kansas City Healthcare Communicators Society may be amended or repealed and new bylaws adopted in-person, by mail or e-mail. The proposed amendments shall be presented in writing to the Board. A vote of two-thirds (2/3) of the voting membership shall be necessary for the passage of proposed amendments, for the repeal of current bylaws, or the adoption of new bylaws.

Revised 2/10/16

President – Stephanie Manning

President-elect – Jodi Rawson

Treasurer – Telisa Hassen

Secretary – Pat McBratney

Bylaws reviewed annually.