



**ORGANIZATIONAL MANUAL  
AND BYLAWS**

Revised, September 2016

*Affiliated with the Kansas Hospital Association*

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	Page
<b>ORGANIZATIONAL MANUAL</b>	
<b>KaHEC PHILOSOPHY</b> .....	2
<b>KaHEC HISTORICAL PERSPECTIVE</b> .....	3
<b>KaHEC HISTORICAL UPDATE</b> .....	6
<b>KaHEC STATE ORGANIZATION CHART</b> .....	8
<b>KHA DISTRICT MAP</b> .....	9
<b>KaHEC POLICY STATEMENTS</b> .....	10
<b>DUTIES AND RESPONSIBILITIES OF STATE OFFICERS AND KHA</b>	
<b>PRESIDENT</b> .....	15
<b>VICE PRESIDENT</b> .....	16
<b>IMMEDIATE PAST PRESIDENT</b> .....	17
<b>SECRETARY</b> .....	18
<b>TREASURER</b> .....	19
<b>LISTSERV MODERATOR</b> .....	20
<b>KHA LIAISON</b> .....	21
<b>PROGRAM CHAIRPERSON</b> .....	22
<b>PUBLICITY CHAIRPERSON</b> .....	23
<b>AT LARGE MEMBERS</b> .....	24
<b>APPENDIX</b>	
<b>APPENDIX A – THE CRITERIA FOR THE SERVICE AND ACHIEVEMENTS AWARDS</b> .....	25
<b>APPENDIX B – REIMBURSEMENT FORM</b> .....	27
<hr/>	
<b>ARTICLES OF ASSOCIATION AND BYLAWS</b> .....	28

# **KANSAS HEALTHCARE EDUCATION COUNCIL**

## **PHILOSOPHY**

We believe our purpose is to promote evidence based practice through education to enhance the quality of care.

## **PURPOSE**

We believe that KaHEC should support members in:

- Keeping current with practice standards;
- Discovering enhancements of teaching modalities;
- Tracking state and federal regulations pertaining to education;
- Promoting the importance of education within health care facilities;
- Developing health care education that is dynamic and behavior-based which includes evaluation mechanisms to measure quality and cost-effectiveness;
- Developing their own potential; and
- Anticipating and facilitating change.

# **KaHEC**

## **HISTORICAL PERSPECTIVE**

The concept of a hospital-wide education and training director was initiated by the American Hospital Association in 1964 through its Hospital Research and Educational Trust. The project was funded by a grant from the Kellogg Foundation.

The AHA selected approximately 8 state hospital associations to initiate projects implementing the concept within the hospital industry. One of the first recommendations of the project was the encouragement of all state hospital associations to employ a director of education. The Kansas Hospital Association employed its first Director of Education in June 1968. A second recommendation was to encourage hospitals to employ hospital-wide education and training coordinators.

During the fall of 1968, all the hospital association directors of education met in Chicago for a critique and analysis of the 8 state projects. From this critique and analysis two apparent problems emerged. First, hospitals were reluctant to add new personnel for this function because of a lack of understanding as to what their exact purpose and function would be. Second, almost all the projects were attempting to implement the concept through the state's college and junior college system.

It soon became apparent to KHA that if the concept was to be acceptable and successful, it needed to be implemented through the industry, for which it was intended, the hospitals of Kansas. It was our belief that the educational institutions of the State should be available as a resource after the concept was implemented by the hiring of education coordinators and an organized mechanism was established for planning and development. Secondly, we felt it necessary that hospitals receive help in understanding the purpose and functions of the education coordinator. Thirdly, the education coordinator needed help in understanding the position's role and functions and in acquiring the knowledge and skills necessary to carry out those functions and responsibilities.

The plan for Kansas was drafted and in November 1968 the Kansas Hospital Association Council on Manpower met with representatives of the Kansas Regional Medical program to seek their cooperation and assistance in carrying out the plan. Upon agreement between the two groups, KHA and KRMP staff met throughout 1969 to develop project strategies and methodologies.

The project was entitled the "Statewide Personnel Development Program" and continued in operation from 1970 through the first part of 1971. During the latter months of 1971, it was determined that the primary objectives of the Personnel Development Program had been accomplished and the time had arrived for putting it all together via a well defined system and organization. The first effort toward completing this endeavor was to divide the state into 8 educational regions coinciding with the 8 KHA districts. The second step was to establish the Kansas Association of Hospital Education and Training Coordinators to assist in the administration and coordination of the system. This in early 1972, the Kansas Hospital-Based Education and Training system and the Kansas Association of Hospital Education and Training Coordinators were born. The hospitals of Kansas firmly believe in and support local planning and implementation of

educational activities. The KAHBETS and KAHETC were established in large part to carry this belief. Thus, the importance in value of the KaHEC districts and the individual hospital education and training coordinators was clearly seen.

In its early years, KaHEC placed great emphasis on teaching the basic skills of the adult educator to the hospital employees who came into the education coordinator role from other disciplines. The number of educators hired experienced difficulties in adapting their skills to the hospital setting. The second major thrust of early efforts was working with hospital administrators to educate them in the possible structures, job descriptions, and roles for the education coordinator. As was true in many other states, there was an initial difficulty in moving from classic departmental in-service director role into a hospital wide role and function. There was also a great deal of confusion and uncertainty regarding the relative merits of the hospital-wide coordinator role and a decentralized council-type structure.

As KaHEC developed, it preceded by several years the development of a variety of federally funded and state funded university-based continuing education systems for health professionals. As the tasks of education and training for the group's members proceeded, the group moved into the struggle to define the role of the hospital education coordinator vis-à-vis the university-based continuing education systems. For many education coordinators, the university-based systems were an effort to replace them in their new role. It was quite common for hospital administrators to be visited by representatives of the various state universities and the municipal universities and the municipal university located in Topeka, with an offer to contract with the hospital and furnish all required training and education through college-based resources. In retrospect, the struggle against this "take over" proved to be quite valuable in establishing the cohesion and identity of KaHEC. At the time, it was an extremely painful process.

In the second five years of the group, there was a great emphasis on organization and formalization of the duties of officers, the responsibilities of its various committees, the accuracy and complete scope of its bylaws, and other organizational matters. This concern with formalization included the beginning of the current core curriculum concept, an idea which struggled to be born for some time.

The second five years of the group's life also included a sense of growing power and cohesion, both of which were very valuable as the education coordinators worked to gain input into the emerging mandatory nursing continuing education system. In retrospect again that struggle, although again painful, was valuable to the group in producing consensus and cohesion on the part of its members. The feeling that no outside group knew more about hospital education than the hospital education coordinators themselves knew was strengthened and broadened. Hospital administrators, in general, were quite pleased by the accomplishments of KaHEC in helping to develop a more workable system for nursing continuing education.

In the first years of the second decade of the group's life, there have been concerns about finances, maintaining memberships, rethinking mission, maintaining the ability to influence mandatory continuing education decisions in the state, and continuing to improve the administrative effectiveness of the organization. Strategic planning has become a growing concern and the group has committed itself to developing strategic planning skills on the part of its members.

With the advent of DRG's and other reimbursement changes, the concern for keeping one's job that has been part of KaHEC life since the beginning of the role in the organization again emerged as an ongoing anxiety for many members. The multi-role employee has emerged in Kansas, as in many other states, with hospital-wide education coordinators in the smaller hospitals being involved in quality assurance, infection control, special projects, and other roles. While, in some cases, this has produced fragmentation, in most cases the roles have proved to be complementary and useful within the hospital setting.

Additionally, concerns for patient education, health promotion, fund raising, and other "new" areas have increasingly emerged in the discussions of the board and the membership. During the last three years, some of the group's founding fathers have moved out of state or into other jobs within their hospitals, and the training and development of new leaders has become an unspoken concern. Some KaHEC members have taken advantage of opportunities through Kansas State University's Adult Outreach Education Program to earn graduate degrees. The group has grown much more sophisticated in assessing the needs of its membership, and its program committees work hard to keep KaHEC members informed about new concepts and techniques in adult education. Several members have kept ideas flowing into the group from ASTD and other training organizations.

Summarizing the history and accomplishments of an organization as diverse as KaHEC is not simple, but it is clear that, looking back into its beginnings, KaHEC members have made major strides in creating ongoing, hospital-based education programs that result in improved performance on the part of hospital employees. In its early days, the new coordinators were essentially concerned with filling the time designated for education with activities that were at last entertaining and, hopefully, useful. For many years, those educators have been designing sophisticated training programs which produce achievement of pre-designated objectives and performance improvement. They have also reached the point where at least most Kansas hospital administrators understand the value of education as a management tool and the meaning of "human resource development."

Larry Shaffer

Kansas Hospital Association 1978

## HISTORICAL UPDATE

As the organization moves into its third decade, changes affecting the health care delivery system are also evident in this organization. Many of these organizational changes culminated in By-laws changes and a name change for the organization at the annual meeting, 1994. The Kansas Healthcare Education Council (KaHEC) became the official name. A subtle but important shift in philosophy was adopted to be more inclusive of all educators working in all health care delivery systems. This change parallels changes being implemented in the Kansas Hospital Association and recognizes the current trend toward health care delivery occurring in a variety of settings.

The state of change in the health care system has become the norm. The role of the health care educator will include not only the internal health care system, but also community-based services.

It is with anticipation that the KaHEC leadership faces the challenges of the future, providing an organization for its members who assist them in meeting their educational responsibilities to the health care system and consumers of health care.

Jeanene Brown  
Citizen's Medical Center  
KaHEC President 1995

KaHEC continues to grow and develop to meet the ever changing needs of health care professionals. One of the focuses during the past few years has been in management. In 1996 the Kansas Hospital Association (KHA), the Kansas Healthcare Education Council (KaHEC), and the Kansas Hospital Human Resources Association (KHHRA) actively participated in developing the "Management Development Institute" (MDI) to help managers adapt and settle into their new roles.

Health care educators have been given many different hats to wear as shortages in the industry are beginning to occur. Educators have expanded their roles into the risk management fields, infection control, quality improvement, marketing, etc. This is a trend that is becoming more and more varied as needs arise and assignments given to educators.

KaHEC leadership recognizes the changes in the industry and strives to develop programs and incorporate networking opportunities to assist the educator in their expanding roles. A list serv was developed by the SC District leadership, Cheryl Kumberg and Donna Sutter, which plays an important role in communication among the members of KaHEC. Expertise is shared, ideas given, and support offered as new ventures come into play.

The challenges of "change" in health care are met due to the adaptation of those serving in this field. KaHEC leadership will continue to face those challenges and assist membership in their educational responsibilities within the health care and academic systems they serve.

Cheryl Brock  
William Newton Hospital  
KaHEC President 2004

## HISTORICAL UPDATE

Just as ocean waves continually roll and change the face of the beaches they hit, so too changes in healthcare are ever-present, forcing the healthcare educator to establish new methodologies and re-implement core foundational principles of learning while at the same time adapt to current technologies associated with education. At this writing, most Kansas hospitals are connected with e-learning for basic safety and security annual courses with a consistent push to couple e-learning with hands-on return demonstrations and / or personal mentoring. Gone are the days of paper and pencil - our computers and learning management systems are our new best friends. Nursing competencies and preceptorships have turned more and more to e-learning with electronic tracking of coursework completed. E-mails have long since replaced hard copied notes and “seasoned educators” often wonder how one ever managed without such useful tools. *The tide has changed.*

The push to consolidate numerous job titles and duties into education departments continues with a frequent outcry from educators that the load is too great, the responsibilities too diverse to focus on the educational needs of the individual learners. Just like a ship’s navigator, educators continue to push ahead and strive to maintain excellence amidst numerous challenges in those institutions served. Consolidation came to KaHEC as well when in 2013 the Kansas Association of Nursing Continuing Education Providers (KANCEP) was incorporated into KaHEC. Members of both organizations welcomed the new association and concerted focus on professional nursing education. The KANCEP education manual was included in the *KaHEC Healthcare Education Handbook* also developed in late 2013. This handbook was created to be a ready guide for both recent and established healthcare educators. The handbook is maintained on the KaHEC website and updated by board members as needed. *The tide has changed.*

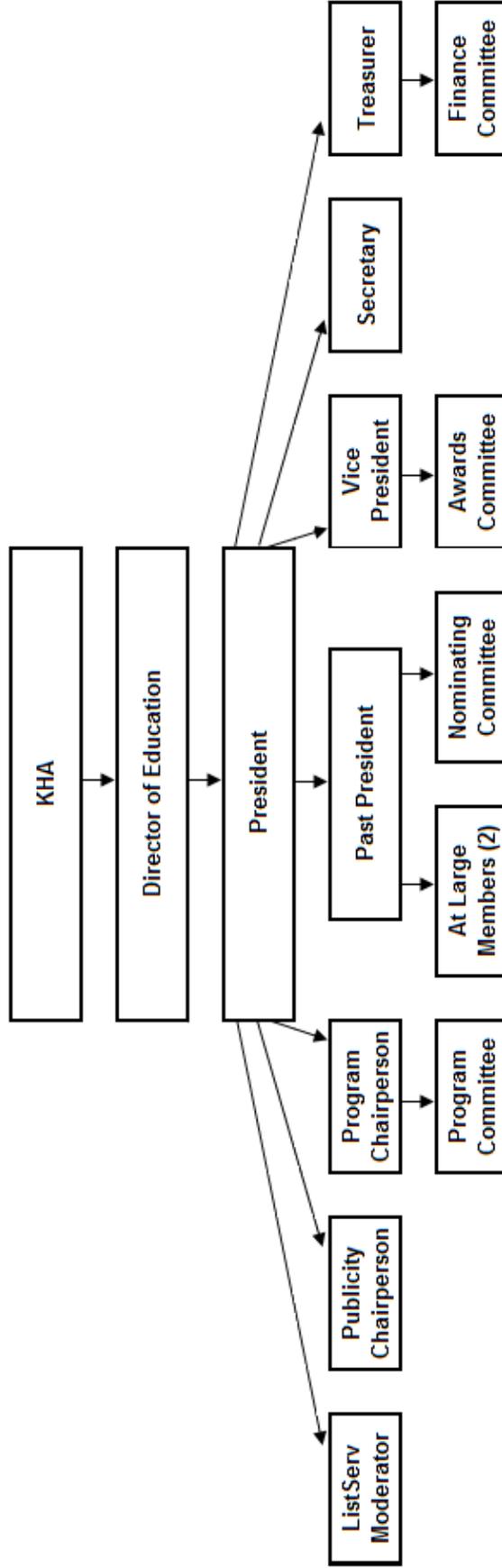
Changes in KaHEC districts came slowly as it was difficult to forego quarterly meetings with trusted comrades in education. Yet as the waves of responsibility increased along with access to electronic mediums such as the KaHEC ListServ, interactive television (ITV) and webinars, the push to limit windshield time won. While the KaHEC districts were officially dissolved in 2014; the sense of connectivity has improved through the listserv, conference calls and annual networking sessions. *The tide has changed.*

Providers of educational materials / resources were included in the annual Spring KaHEC Conference beginning in 2013. This additional feature of the conference has to-date been a welcome addition that benefits attendees, the KaHEC budget and vendors alike. A fun addition to the Spring KaHEC Conference has been the networking session. This fun-filled evening is full of resources, best practices and creative teaching helps for all KaHEC members. The games, prizes, and laughter have proved an excellent tonic for the weary educator.

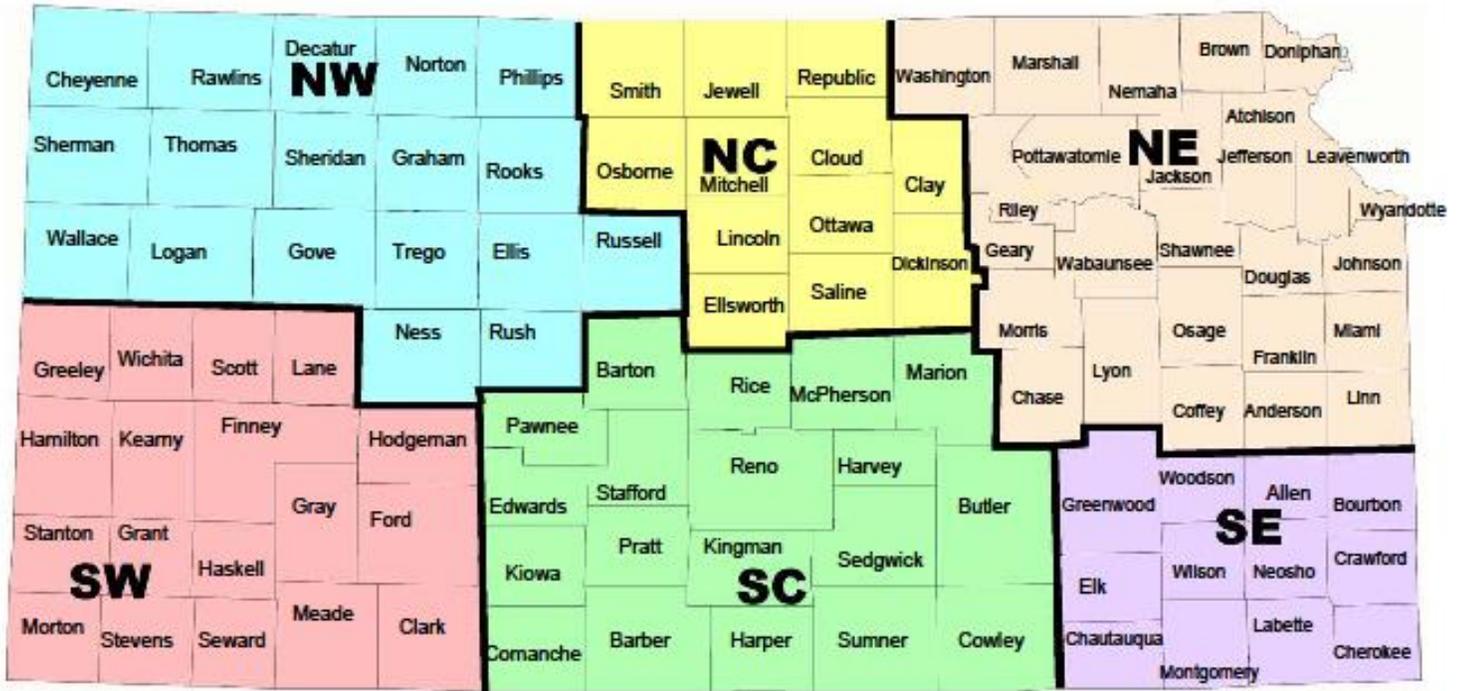
It has been my distinct pleasure to serve KaHEC in the role of President and Past Present for the past four years and work with some of the best healthcare educators in the State of Kansas. While the tide has changed on the face of education in Kansas, the dedicated educators in Kansas hospitals and educational centers will continue to remain firmly committed to those we serve.

Beth Vallier, May 2015

# KaHEC Organizational Chart



# KHA Districts



2004

# KaHEC

## POLICY STATEMENTS

### BOARD MEETINGS

Board members' and related committee expenses shall be paid by KaHEC in a way determined each year during budget preparation. Board meetings will be held prior to the state meetings. Additional meetings may be called by the President. Mileage will be reimbursed at half the current IRS allowable mileage rate.

### BOARD REIMBURSEMENT ELIGIBILITY

Expenses eligible for reimbursement by board members include participation in the KHA Allied Presidents' Retreat, KHA Convention Planning Meeting and other meetings as they arise.

### BUDGET

The Treasurer with input from the Board, shall prepare an annual budget during the Board Orientation Meeting or alternatively to the Spring Annual Meeting. The budget shall then be presented to the membership for approval at the Spring Annual Meeting.

### CONFLICT OF INTEREST

The purpose of this Conflict of Interest Policy is to protect KaHEC's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interests of a director affiliated with KaHEC. This policy is intended to supplement but not replace any applicable state laws governing conflicts of interest applicable to nonprofit and charitable corporations.

Definitions. Terms used herein shall have the same meaning as set forth in the Conflict of Interest Disclosure Statement.

Committee: refers to KaHEC's Audit, Executive and Governance committees.

Compensation: includes direct and indirect remuneration. KaHEC directors must refrain from accepting gifts, payments, services, supplies, equipment, or other favors which may appear to improperly influence the individual in the performance of their duties for KaHEC.

Director: refers to a member of KaHEC's Board of Directors.

Family: includes a spouse/significant other, child, step-child, parent, sibling, or in-law of a KaHEC director.

Financial Interest: A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- a. an ownership or investment interest in any entity with which KaHEC has a transaction or arrangement,
- b. a compensation arrangement with KaHEC or with any entity or individual with which KaHEC has a transaction or arrangement, or
- c. a potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which KaHEC is negotiating a transaction or arrangement.

**A financial interest is not necessarily a conflict of interest. A person who has a financial interest may have a conflict of interest only if the appropriate board or committee decides that a conflict exists as outlined below.**

#### PROCEDURE:

##### I. Duty to Disclose

In connection with any actual or possible conflicts of interest, a director must disclose the existence of his or her financial interest and must be given the opportunity to disclose all material facts to the directors considering the proposed transaction or arrangement.

##### II. Determining Whether a Conflict of Interest Exists

After disclosure of the financial interest and all material facts and after any discussion with the interested person, the director shall leave the board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

##### III. Procedures for Addressing the Conflict of Interest

- a. A director may make a presentation at the board or committee meeting, but after such presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement that result in the conflict of interest.
- b. The chairperson of the board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

- c. After exercising due diligence, the board or committee shall determine whether KaHEC can obtain a more advantageous transaction or arrangement with reasonable efforts from a person or entity that would not give rise to a conflict of interest.
- d. If a more advantageous transaction or arrangement is not reasonably attainable under circumstances that would give rise to a conflict of interest, the board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in KaHEC's best interest and for its own benefit and whether the transaction is fair and reasonable to KaHEC. The board or committee shall make its decision as to whether to enter into the transaction or arrangement in conformity with such determination.

#### IV. Violations of the Conflict of Interest Policy

- a. If the board or committee has reasonable cause to believe that a director has failed to disclose actual or possible conflicts of interest, it shall inform the director, officer or employee of the basis for such belief and afford the director the opportunity to explain the alleged failure to disclose.
- b. If, after hearing the response of the member and making such further investigation as may be warranted under the circumstances, the board or committee determines that the director has, in fact, failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and/or corrective action.

#### Records of Proceedings

The Minutes of the board and specified committees shall contain:

1. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the board's or committee's decision as to whether a conflict of interest in fact existed; and
2. The names of the persons who were present for discussion and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection therewith.

## Annual Statements

Each director shall annually sign a statement which affirms that such person:

1. Has received a copy of the conflict of interest policy;
2. Has agreed to and understands the policy;
3. Has agreed to comply with the policy; and
4. Understands that KaHEC is a nonprofit organization and that in order to maintain its federal tax exempt status, it must engage primarily in activities which accomplish one or more of its tax exempt purposes.

## ELECTION OF OFFICERS

The Nominating Committee comprised according to Bylaws shall present at least one name for each office to the Board 30 days prior to Fall Annual Meeting. The nominations will be submitted to the Board of Directors for approval prior to the Fall Annual Meeting. The Chairperson of the Nominating Committee shall present the Board's approved nominees to the membership at the Fall Annual Meeting. The floor shall then be opened for further nominations. The President, Vice President, Secretary, and Treasurer shall be elected by majority vote of members present at the Fall Annual Meeting.

Elected officers will remain in office for a two (2) year term. If an officer needs to terminate their office prior to the two (2) year term, notification should be presented to the President and another person will be asked to fulfill that role until the next election either by volunteering or by nomination and vote. KaHEC President/Treasurer will be elected on odd years with the Vice President/Secretary to be elected on even years.

## KHA RELATIONSHIP

The KaHEC Board of Directors will review the KHA memorandum of understanding to determine the financial arrangement with KHA.

Requests for KHA services are to be sent to the KHA liaison with specific directions. Costs incurred will be billed to the **district**/KaHEC committee making the request.

## MANUAL UPDATES

Any changes in the KaHEC manual must be approved by the Board.

## NEW OFFICER ORIENTATION

Each year KaHEC shall provide an orientation program for all state and district officers. The President shall be responsible for scheduling and organizing the orientation program. The orientation shall include but not be restricted to the following:

1. Review of KaHEC Bylaws
2. Review of KaHEC Organizational Manual
3. Review of relationship with KHA
4. Review of the KaHEC Educational Manual

## NON-MEMBER CONFERENCE FEES

Non-members may be charged an additional registration fee for attending KaHEC sponsored continuing education programs.

## RECORD RETENTION

KaHEC records are to be kept for the length of time suggested by KHA.

These materials are to be compiled by the KaHEC annually, and may be given to the KHA liaison at the end of the calendar year for storage at KHA.

## RESERVE BALANCE

The reserve balance should be at least \$3000.00. Funds are to be prudently invested by the Treasurer.

## **DUTIES AND RESPONSIBILITIES OF PRESIDENT**

1. Presides at all meetings of KaHEC and serves as Chairperson of the Board of Directors.
2. Requests a Program Chairperson from the list of volunteers who will serve on the Board of Directors and be approved by the Board during orientation.
3. Requests volunteers for standing committees and with the approval of the Board of Directors may appoint special committees. Committees and appointments are:
  - Nominating Committee
  - Program Committee
  - Finance Committee
  - Bylaws Committee
  - Awards Committee
4. Appoints members to fill vacancies with the exception of the President.
5. Guides and assists officers in carrying out their assigned responsibilities.
6. Plans the agenda for the Annual and State Meetings and the Board of Directors Meetings.
7. Assumes responsibility for correspondence to other organizations and represents KaHEC at allied professional meetings.
8. Presents an oral report to the membership during the KaHEC Annual Meeting.
9. Guides, assists and receives reports of specially appointed committees unless otherwise designated by the Board of Directors.
10. Keeps KaHEC manual current and forwards to next President.
11. Calls Board Meetings at least two times per year or as often as is necessary to conduct KaHEC business.
12. Submits a list of KaHEC Board Members to KHA in January of each year.
13. Serves as chairperson of the Bylaws Committee.
14. Serves as the KaHEC Historian.

## **DUTIES AND RESPONSIBILITIES OF VICE PRESIDENT**

1. The vice president shall, in the absence of or because of incapacity of the president, perform all duties and assume all responsibilities of the president.
2. Coordinate member solicitations which will include, but is not limited to:
  - a. Send updates of memberships to President.
  - b. Perform a membership analysis at intervals sufficient to meet organizational needs (every two or three years).
  - c. Serve as the Chairperson of the Awards Committee and annually solicits nominations from the membership for the KaHEC Distinguished Service and Distinguished Achievement Awards. (See Appendix A)
    - Select award recipients according to established criteria.
    - Prepare and send news releases for recipients' organizations and home town newspapers.
    - Recognize award recipients at the annual meeting with a gift.
  - d. Bi-annually honor the outgoing president for service to KaHEC with an award.
  - e. Submit an annual report to the Board on the status of membership at the Fall Annual Meeting.
3. Participates in the Annual and State meetings and the Board of Directors meetings.

## **DUTIES AND RESPONSIBILITIES OF IMMEDIATE PAST PRESIDENT**

1. Chairs the nominating committee for the candidates for President, Vice President, Secretary, Treasurer and at large members. When seeking nominees, reminds nominee of two (2) year commitment to office. (If at any time an officer cannot serve the full term, the president can appoint another member to fill the position unless it is the position of president.)
2. Participates in the Annual and State meetings and the Board of Directors meetings.
3. Serves as a member of the By-laws committee.
4. Serves as a mentor to guide and assist members at large in carrying out their responsibilities.

## **DUTIES AND RESPONSIBILITIES OF SECRETARY**

1. Prepares minutes on proceedings of all Board Meetings and State level business meetings, sends copy to President for approval after Board Meetings, and keeps up-to- date files of accumulated minutes.
  - a. Maintains all records and files appropriate to the secretary and provides these records to officers or committees as needed in the performance of their duties.
  - b. Keeps attendance at Board and State meetings.
  - c. Conducts the correspondence of the organization at the State level as assigned or needed.
  - d. Calls Board Meetings to order in the absence of the President and Vice President.
  - e. Participates in the Annual and State meetings and the Board of Directors meetings.

## **DUTIES AND RESPONSIBILITIES OF TREASURER**

1. Maintains financial records of the organization.
2. Pays organization bills by check upon receipt of invoices from KHA or members involved with program planning, etc.
3. Gives a financial report to the Board of Directors at each Board meeting.
4. Submits a summary of the Annual Financial Report to the membership during the Annual Business meeting.
5. Receives membership dues from KHA and deposits them into the KaHEC checking account.
6. Keeps track of certificates of deposits, savings accounts, or other investments.
7. The Treasurer with input from the Board prepares a draft budget during the Orientation Meeting or prior to the Spring Board meeting, which shall be presented to the membership for approval at the Spring Annual Meeting.
8. Participates in the Annual and State meetings and the Board of Directors meetings.
9. Cooperates with annual audit.

## **DUTIES AND RESPONSIBILITIES OF THE LISTSERV MODERATOR**

The KaHEC listserv is becoming the major method of communication between members for announcements of upcoming meetings, cancelations, sending out meeting agendas, the KaHEC manual, polls and surveys, as well as other information that is shared among the members. Therefore, the importance of the listserv has grown over that past decade.

1. The Listserv Moderator will be appointed by the President and serve on the KaHEC Board of Directors.
2. The Listserv Moderator will present a report to the board on the progress of listserv membership and report any misuse noted.
3. The Listserv moderator will receive a membership roster from KHA as they join KaHEC in the new year and will invite new members.
  - a. A regular email will be sent to them in addition to the Yahoo invitation asking them to watch for it in their mail or junk mail.
  - b. If the members do not respond to the invitation or the regular email, the Listserv Moderator may follow-up with a newsletter outlining instructions they may use to be added to the listserv. Their facilities' IT departments may need to give them access to Yahoo. The Listserv Moderator may contact other KaHEC members who might know or work with the new member to assist them in getting on the Listserv.
4. The listserv Moderator will approve or reject requests for inclusion to the listserv depending on eligibility and payment of dues.
5. The Listserv Moderator may assess for SPAM mail and report any noted.
6. The Listserv Moderator may send notices to or revoke privileges to members who abuse the listserv in any manner.
7. The president of KaHEC shall be notified of any known misuse at the time of occurrence and the other board members will be notified, if needed at the President's discretion.
8. Participates in the Annual and State meetings and the Board of Directors meetings.

## **DUTIES AND RESPONSIBILITIES OF KHA LIASION**

1. Sends renewal membership applications by December 31<sup>st</sup>.
2. Forwards a second membership renewal notice to those members who have not renewed for their memberships.
3. Collects dues and maintains membership roster. Issues a membership roster in April.
4. Issues membership confirmation via email or mail for the appropriate calendar year to all members in good standing.
5. Sends KaHEC membership packet (including manual and roster) to new members within 30 days of receiving application.
6. Sends publicity and information on various state programs.
7. Facilitates communication in the educational efforts between KaHEC, KHA, and KHA Allied Organizations.
8. Provides storage space for KaHEC historical records.
9. May approve educational programs for Kansas State Board of Nursing (KSBN) continuing education credit.
10. Participates in the Annual and State meetings and the Board of Directors meetings.
11. Forward information on new members to list serv moderator.
12. Distributes Conflict of Interest Statements and keeps on file at KHA.
13. Assist with the filing of the Annual Report with the Secretary of State's Office.

## **DUTIES AND RESPONSIBILITIES OF PROGRAM CHAIRPERSON**

1. Acts as the Chairperson for the Program Committee. Program Committee consists of members who volunteered for the committee at the Fall Annual Meeting.
2. Serves on the Board of Directors.
3. Incorporates surveys, needs analysis, etc., to determine the most prominent educational needs of the membership.
4. Selects a theme and program components based on the findings in item 3.
5. Works with the Program Committee to plan the Spring Program and the Fall Program that is held in conjunction with annual convention.
6. Selects presenter(s) for programs, arranges for contracts to include information regarding length of program, fees, and expenses to be paid for by KaHEC.
7. Obtains necessary program information (ie: objectives, agenda, vitae, etc.) from the presenter(s) for continuing education hours to be distributed to program participants that meet the requirements of the Kansas State Board of Nursing.
8. Consults with KaHEC President regarding program development.
9. Coordinates with KHA and/ or entity providing continuing education hours, and President in distributing program publicity sixty (60) days prior to program.
10. Participates in the Annual and State meetings and the Board of Directors meetings.

## **DUTIES AND RESPONSIBILITIES OF PUBLICITY CHAIRPERSON**

1. The Publicity Chairperson will be appointed by the President and serve on the KaHEC Board of Directors.
2. The Publicity Chairperson will present a report to the board on their activities.
3. Creates two newsletters each year to report KaHEC programming activities and reminders.
4. Works with the ListServ Moderator to annually review the ListServ Brochure and update as needed.
5. Works with KHA to annually review the membership Brochure and update as needed.
6. Creates Brochures and flyers and signage as needed when identified by the board.
7. Maintains the Educator's manual in collaboration with KHA Liaison.
8. Works with the program committee to create program brochures & save the date cards.
9. Monitors the KaHEC website and suggests announcements, and information to be made variable.
10. Works with ListServ Moderator to send out program reminders for Fall and Spring programs.
11. Participates in the Annual and State meeting and the board of Directors meetings.

## **DUTIES AND RESPONSIBILITIES OF AT LARGE MEMBERS**

1. Represent KaHEC members from across the state.
2. Communicate with KaHEC members about KHA and KaHEC.
3. Participate in discussion of the board of Directors.
4. Participate in the Annual and State meetings and the Board of Directors meetings.

## **APPENDIX A**

### **KaHEC Distinguished Service Award**

#### **Purpose**

To recognize individual members of KaHEC for their outstanding contribution to the association.

#### **Eligibility**

Current membership in KaHEC

Members may receive only one award per year.

#### **Criteria for Selection**

The nominee must have demonstrated active participation in some area of KaHEC service within the immediate past 3 years:

- \* District and/or state officer
- \* Committee chairperson
- \* Program planning
- \* Membership
- \* Special Services
- \* Other

#### **Nominations**

Any KaHEC member may nominate or be nominated for an award

Description: please include a brief description of why you feel this nominee is qualified for this award.

Nominations need to be given to the Vice-President of KaHEC who is chairperson for this committee.

## **CONT. APPENDIX A**

### **KaHEC Distinguished Achievement Award**

#### **Purpose**

To recognize individual members of KaHEC for their Distinguished achievement in the area of healthcare education.

#### **Eligibility**

Current membership in KaHEC

Members may receive only one award per year.

#### **Criteria for Selection**

The nominee must have distinguished achievement in one or more of the following areas within the immediate past 3 years:

- \* Program planning/implementation
- \* Curriculum development
- \* Assessed and met a significant educational need
- \* Developed an innovative teaching technique
- \* Designed cost containment programming
- \* Written and published articles and/or books relevant to healthcare education

#### **Nominations**

Any KaHEC member may nominate or be nominated for an award

Description: Please include a brief description of why you feel this nominee is qualified for this award.

Nominations need to be given to the Vice-President of KaHEC who is chairperson for this committee.

# APPENDIX B

NAME \_\_\_\_\_

TITLE \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_

NAME OF MEETING: \_\_\_\_\_

LOCATION OF MEETING \_\_\_\_\_

PAYABLE TO: \_\_\_\_\_

**Expenses** (Please attach receipts.)

	Dates		
Mileage			
Air Travel			
Hotel			
Breakfast			
Lunch			
Dinner			
Taxi/Other			
Other			
Daily Totals			

**TOTAL TO BE PAID:** \_\_\_\_\_

Please submit expense form within 20 working days after travel has been completed.

Vicki Brooks  
 Educational Supervisor  
 Newman Regional Health  
 1101 West 12th Ave.  
 Emporia, KS 66801

**KANSAS HEALTHCARE EDUCATION COUNCIL  
ARTICLES OF ASSOCIATION AND BYLAWS**

ARTICLE I

NAME

The name of this organization shall be the Kansas Healthcare Education Council, thereafter referred to in this document as KaHEC.

ARTICLE II

AFFILIATION

KaHEC shall be affiliated with the Kansas Hospital Association.

ARTICLE III

PHILOSOPHY

We believe our purpose is to promote evidence based practice through education to enhance the quality of care.

ARTICLE IV

PURPOSE

We believe that KaHEC should support members in:

- Keeping current with practice standards;
- Discovering enhancements of teaching modalities;
- Tracking state and federal regulations pertaining to education;
- Promoting the importance of education within health care facilities;
- Developing health care education that is dynamic and behavior-based which includes evaluation mechanisms to measure quality and cost-effectiveness;
- Developing their own potential; and
- Anticipating and facilitating change.

## ARTICLE V

### MEMBERSHIP

Membership shall be available to persons responsible for some aspect of health care education or training in hospitals, health care organizations, academic institutions or other health-related agencies in Kansas.

## ARTICLE VI

### MEETINGS

KaHEC shall hold two regularly scheduled meetings per year.

- A. One meeting shall be held in the spring. A portion of this meeting may be devoted to business and the remainder shall be to educational activities.
- B. One meeting, to be called the KaHEC Annual Meeting and Program, shall be held during the fall of each year. A portion of this meeting shall be devoted to business and the election of officers.
- C. The Board of Directors shall meet prior to each of the two regularly scheduled meetings. The President may call special meetings of the Board when deemed desirable or necessary, or when requested by three or more of the Board. A majority of the board plus one shall constitute a quorum. A majority of the quorum shall be required to approve board action.
- D. An orientation/education program shall be provided for the Board of Directors.
- E. Meetings may be held in person or by any electronic means that enable members to communicate with each other.

## ARTICLE VII

### OFFICERS AND DIRECTORS

- A. The officers shall be a President, Vice President, Secretary, Treasurer and Past President. The term of office shall be two years.
- B. Program Committee Chairperson, List Serve Chairperson, Publicity Chairperson and two At Large Members shall serve as representatives to the Board of Directors.
- C. The officers shall serve as a members of the Board of Directors.
- D. Duties of the President: The President shall preside over all meetings of KaHEC, and shall serve as Chairperson of the Board of Directors. The President shall fill all committee

vacancies by requesting volunteers to serve on committees at the Spring and Fall Annual Meeting. If there are positions left, then the President shall request volunteers by phone calls or email.

- E. Duties of the Vice President: The Vice President shall, in the absence of or because of incapacity of the President, perform all duties and assume all responsibilities of the President. In addition, this position will be responsible for recruitment of new members.
- F. Duties of the Secretary: The Secretary shall record the proceedings and prepare minutes of meetings of KaHEC and the Board of Directors, a summary of which shall be made available to the membership and to the Kansas Hospital Association.
- G. Duties of the Treasurer: The Treasurer shall maintain the financial records, membership records and pay bills incurred by KaHEC. The KaHEC financial records shall be audited annually by the Finance Committee.
- H. Duties of the Past President: Each Past President shall serve as a member of the Board of Directors for two years following his/her term of office. The term may exceed the established time frame if the current President remains in office longer than one term.
- I. Duties of the List Serve Chairperson: The List Serve Chairperson shall be responsible for maintaining the List Serve, coordinating access for members and monitoring how the site is used. They serve as representatives to the Board of Directors.
- J. Duties of the At Large Members: The two At Large Members represent KaHEC members from across the state and are responsible to participate in discussions of the Board of Directors. They serve as representatives to the Board of Directors. The term of office shall be two years.
- K. Duties of the Board of Directors: The Board of Directors shall have authority to make policy decisions for KaHEC, to establish rules and procedures for the Board of Directors and KaHEC, and to approve, modify or disapprove reports, resolutions, actions of the officers and committees of KaHEC.
- L. Vacant Board Positions: If the office of President is vacated prior to the conclusion of a term of office, the Vice President shall assume the position of President. All other board positions vacated prior to the end of a term of office will be filled by presidential appointment. Appointed board members will serve until the next scheduled election for that position.
- M. Duties of the Publicity Chairperson: The Publicity Chairperson shall be responsible for creating newsletters and brochures to communicate to members, reviewing written publications, and maintaining the Educators Handbook. They serve as representatives to the board of Directors.

## ARTICLE VIII

### COMMITTEES

The President shall request volunteers for the following standing committees:

- A. Nominating Committee: The immediate Past President who is designated as Chairperson shall report the committee's decision of nominee(s) to the Board of Directors prior to the Fall Annual Meeting to ensure ample notice for election process. This committee is responsible for preparing ballots and in charge of election process at Fall Annual Meeting.
- B. Program Committee: The Program Committee shall plan all educational KaHEC programs. This committee is responsible for reporting program development to the KaHEC President. This committee will also be responsible for program brochures.
- C. Finance Committee: The Finance committee shall audit the Treasurers books annually and report to the Board its findings.
- D. Bylaws Committee: The President will act as Chairperson. The Bylaws Committee will make proposed changes in the bylaws as necessary and present those recommendations to the Board. If recommendations of changes in the bylaws are approved at the Board level they will then be presented to the membership for approval. Will follow rules established in Article XIII.
- E. Awards Committee: The Vice-President will act as Chairperson. The Awards Committee will solicit nominations from each district for the KaHEC Distinguished Service and Distinguished Achievement Awards based on established criteria. The committee will recognize award recipients at the Fall Annual Meeting with a gift.
- F. Special Ad Hoc Committees: May be appointed by the President, with the approval of the Board of Directors. The term for special committees shall not exceed 12 months without the approval of the Board of Directors.

## ARTICLE IX

### ELECTIONS

- A. Officers: The President, Vice President, Secretary and Treasurer shall be elected at the Fall Annual Meeting by majority vote of the members present. The President/Treasurer will be elected on odd years with the Vice President/Secretary to be elected on even years.
- B. Representatives to the Board of Directors:  
The List Serve Chairperson and Publicity Chairperson shall be appointed by the President, with the approval of the Board of Directors.  
At Large Members shall be elected at the Fall Annual Meeting by majority vote of the

members present. One At Large Member shall be elected on odd years and another elected on even years.

- C. Special Elections: Special elections for President may be conducted either during a State meeting or by mailed or electronic ballot as determined by the Board of Directors.

## ARTICLE X

### VOTING

- A. Only KaHEC members shall be eligible to vote. There shall be no voting by proxy. Mailed or electronic balloting may be used when appropriate with the approval of the Board of Directors. A majority of those present (or those responding electronically) shall be required to approve action.
- B. Deliberations of the KaHEC shall be governed by Robert's Rules of Order unless otherwise stipulated in the Bylaws.

## ARTICLE XI

### DUES

- A. The Board of Directors shall determine the dues for membership.
- B. The fiscal year shall be the calendar year (January 1 - December 31).

## ARTICLE XII

### DISPOSITION OF ASSETS

On dissolution of the organization, the assets of the organization remaining after payment of all outstanding debts and liabilities shall be transferred to an organization exempt from income tax under Section 501A 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.

## ARTICLE XIII

### CHANGES IN BYLAWS

The bylaws may be amended or altered by a vote of two-thirds of the members present at any regular meeting or special meeting called for this purpose. Notice of the proposed changes shall be sent to all current members at least ten (10) days prior to the meeting. Amended bylaws shall be submitted to the Kansas Hospital Association.

Adopted 10-1976  
Amended 11-1982  
Amended 11-1984  
Amended 11-1985  
Amended 03-1987  
Amended 04-1989  
Amended 11-1990  
Amended 11-1992  
Amended 11-1994  
Amended 11-1996  
Amended 05-2003  
Amended 04-2004  
Amended 04-2007  
Amended 11-2010  
Amended 11-2012  
Amended 04-2014  
Amended 09-2016