



**BYLAWS**

**ARTICLE I: NAME AND PURPOSE**

**Section 1: Name**

The name of the Association shall be the Indiana Association for Health Care Recruitment and shall be known in the bylaws as “IAHCR.”

**Section 2: Purpose**

The mission of the Indiana Association for Health Care Recruitment (IAHCR) is to unite Indiana Health Care Organizations and join forces to collaboratively promote the Health Care profession.

Our goal is to achieve positive communication by sharing new ideas, fostering innovative solutions and facilitating best practices in Health Care recruitment and retention.

To fulfill our mission, IAHCR provides opportunities for education, networking, professional development and community outreach.

The group shall also demonstrate support of the National Association for Health Care Recruitment (NAHCR) whose purpose is to (1) promote and exchange sound and ethical principles of health care recruitment which may be employed by its members for their mutual betterment and professional advancement; (2) to advance the interest of and promote cooperation among its members; (3) to acquire and disseminate among its members information and education regarding current market conditions that will assist them in conducting their business; and generally to perform such other services for its members as shall be permitted by law and the bylaws of this Association.

**ARTICLE II: MEMBERSHIP**

**Section 1: Classes of Membership**

There shall be four classes of Members in this Association: Active, Associate, Vendor and Student. Associate, Vendor and Student Members shall be ineligible to vote as members or hold office in the Association. Part-time temporary or personnel placement agency staff is eligible for Vendor Membership.

**Section 2: Active Membership**

Applicants for active membership or renewal thereof must be actively involved in health care (i)recruitment, (ii) retention or (iii) human resources. All active members shall be individuals whose application for membership in IAHCR has been accepted, whose dues

are current, and whose membership is not under revocation for violation of the IAHCR bylaws or policies.

Active chapter membership entitles members to:

1. Attend regular meetings
2. Correspondence and statistical data
3. One vote in the bi-annual election of officers
4. Hold office in IAHCR
5. Committee involvement

### **Section 3: Associate Membership**

Associate membership is open to former Active Members who no longer meet the criteria for Active Membership and other professionals in associated industries who do not meet the criteria for Active Membership. Associate Membership cannot be used as a substitute for Vendor Membership.

Associate membership entitles members to:

1. Attend regular meetings
2. Correspondence and statistical data
3. Committee involvement
4. Not eligible to vote on IAHCR business
5. Not eligible to run for an officer position

### **Section 4: Vendor Membership**

Vendor membership is open to companies and organizations that distribute, supply, or sell products or services to IAHCR members and who are interested in furthering the growth and development of IAHCR. Companies interested in becoming vendor members must apply. Application must be made to the Executive Committee defined as the President, President Elect, Secretary, Treasurer and Past President.

Vendor Members:

- Will pay an annual membership fee determined by the Executive Committee
- Provide additional financial support to meet IAHCR goals
- Increase participation and support of recruitment-related vendors
- Allow easier access to new vendor information
- Provide additional buying power and influence with vendors to address IAHCR or individual organizations' needs
- Expand access to educational information through vendor network of contacts and resources

Vendor membership entitles members to:

1. One year membership term, not automatically renewed. IAHCR Executive Committee will make determination if membership of vendor member should continue
2. Present company information at one meeting per year

3. May provide lunch or equivalent donation at one meeting per year
4. Provide suggestions and/or speakers at meetings, future conferences
5. Access to member roster
6. Eligible to attend business portion of meetings or meeting minutes
7. Committee involvement
8. Not eligible to vote on IAHCR business
9. Not eligible to run for officer position

### **Section 5: Student Membership**

Student membership is a membership level reserved for college students. To qualify for a student membership, potential members generally must be enrolled in a degree program related to the association's career field, but not yet employed in that career field.

Student membership entitles members to:

1. Attend regular meetings
2. Correspondence and statistical data
3. Committee involvement
4. Not eligible to vote on IAHCR business
5. Not eligible to run for officer position

### **Section 6: Suspension and Expulsion**

The Executive Committee may suspend or expel any member for just cause after giving the member the opportunity for a hearing before the Executive Committee. It shall require the affirmative vote of two-thirds of the Executive Committee at regular or special meeting at which a quorum is present. If appropriate, any member suspended or expelled may be reinstated by affirmative vote of a majority of the members of the Executive Committee present and voting.

For purposes of this paragraph, the term for just cause shall include, but not be limited to any of the following:

1. Any willful violation of IAHCR bylaws
2. Any conduct on the part of said member that adversely impacts the reputation and/or welfare of IAHCR or NAHCR

## **ARTICLE III: EXECUTIVE COMMITTEE**

### **Section 1: Elected Officers**

The elected officers of the Association shall be the President, President-Elect, Treasurer and Secretary. The immediate Past President will serve in an advisory capacity for the organization (All officers will be members of NAHCR). All of these make up the Executive Committee.

### **Section 2: Purpose**

The Executive Committee shall transact the organization's business and devise measures for its growth.

### **Section 3: Meetings**

The Executive Committee shall meet bi-monthly or at the call of the President.

### **Section 4: Elections**

The Executive Committee shall be elected bi-annually. The current President-Elect shall assume responsibilities of President at the end of the year they served as President-Elect.

### **Section 5: Terms of Office**

Terms of office of Secretary and Treasurer will be two years. President-Elect will serve a total three year term, first year as President-Elect, second year as President and third year as Past President.

### **Section 6: Resignation and Vacancies**

Any officer may resign their office at any time. If the President is unable to fulfill the term of office, the President-Elect shall assume the Presidency. If any other elected office becomes vacant, the President, with the advice and consent of the Executive Committee, shall appoint a member to fill the office for the remainder of the term or hold an election for a new officer. The choice is at the discretion of the Executive Committee.

### **Section 7: Quorum**

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

### **Section 8: Benefits**

IAHCR will pay the annual NAHCR dues for each of the Executive Committee for the time they remain officers in IAHCR if their company does not pay the fee. These fees will be paid retroactively in December of each year for the previous year. The Executive Committee member must be in office for the entire calendar year to be paid this benefit (January 1 – December 31).

## **ARTICLE IV: ROLES OF THE OFFICERS OF EXECUTIVE COMMITTEE**

### **Section 1: President**

The President shall:

1. Preside at all meetings of the Association
2. Serve as a representative of their Association at meetings of other organizations concerning health care recruitment
3. Function as the contact person with NAHCR
4. Submit an annual report on the Association's activities to NAHCR as required
5. Serve as Chairperson of the Executive Committee

### **Section 2: President-Elect**

The President-Elect shall:

1. Assume the duties of the President in his/her absence
2. Assume appropriate responsibilities as delegated by the President

### **Section 3: Secretary**

The Secretary shall:

1. Create Agendas, record minutes of all meetings (Executive Committee, Board and Membership meetings) and distribute final meeting minutes as needed from the Executive Committee, Board and Membership meetings.
2. Conduct the general correspondence for the Association and will preserve all papers, letters and transactions
3. Maintain a current membership roster
4. Distribute written notification of any business items anticipated to be presented for a vote at upcoming meetings.

### **Section 4: Treasurer**

The Treasurer shall:

1. Manage the Association's funds and keep accurate records of financial transactions of the Association
2. Be responsible for maintaining all banking transactions
3. Submit bi-monthly bank statements, receipts of expenditures and accounts receivable and spreadsheet with all transactions and current balance at the bi-monthly Executive meeting for review by the Executive Committee
4. Send invoices for membership dues to Vendors and other members
5. Distribute, receive and process applications for membership.
6. Prepare a bi-monthly Treasurer's report to present at the membership meetings.
7. Treasurer will do a hand off of all financial business to Executive Committee and newly elected Treasurer at November's board meeting.

### **Section 5: Past President**

The Past President shall:

1. Be an advisor to Executive Committee for 1 year after the end of his/her term as President.
2. Attend all Executive Committee meetings

## **ARTICLE V: ELECTIONS**

### **Section 1: Election Eligibility**

Election of officers shall be held by vote, mail or email, prior to the annual October meeting and each active member in good standing will be allowed one (1) vote.

### **Section 2: Terms:**

All offices shall be elected for a two year term beginning January 1. The President-Elect shall be elected for a total of a three year term: one as President-Elect, President and Past President. The treasurer may only hold 1 consecutive term (2 years) in that office.

### **Section 3: Results**

The results of the election will be announced by the Executive Committee at the October meeting.

## **ARTICLE VI: MEETINGS**

### **Section 1: Frequency**

IAHCR will meet and conduct business six times per year.

### **Section 2: Notice**

Notices of all meetings, the time and location, will be sent out by the Secretary at least two weeks in advance of meeting.

### **Section 3: Attendance**

Meetings of IAHCR will be open to active, associate, vendor, student and prospective members and guests.

## **ARTICLE VII: DUES**

### **Section 1: Purpose**

Each member shall pay to the Association annual dues established prior to the October meeting based on the recommendation of the Executive Committee and majority vote of the membership.

### **Section 2: Dues**

The annual dues of each member shall be determined by the Executive Committee and shall become due on January 1. Members who have not paid dues by March 1 will be notified by the Treasurer and all privileges of membership will be suspended until dues are paid in full.

### **Section 3: New Members**

New members are defined as not having participated in IAHCR during the previous calendar year. Annual membership dues cover January to December. If you join after October 1, your dues will count for the following years' membership dues. Dues will not be prorated.

### **Section 4: Transfers**

Dues will not be returned upon termination of membership but if original membership was paid by the member's company the IAHCR membership may be transferred to the member's successor from that company. If the IAHCR membership is paid by the individual member and they stay in IAHCR, but change companies, the membership remains with the member.

**Section 5: Volume Discount**

To recognize health care employers with multiple IAHCRC members, IAHCRC will institute a volume discount.

# of Memberships	Discount
3-5	5%
6-8	10%
9+	15%

**ARTICLE VIII: COMMITTEES**

**Section 1: Purpose**

The Executive Committee shall appoint such standing or special committees and their Chairpersons as may be required or found necessary. The Chair of any such committee shall develop goals and objectives and shall report the progress of the committee monthly to the Executive Committee. Standing committees shall be: Scholarship Committee, Membership Committee, Social Media Committee, and Philanthropy Committee.

**Section 2: Scholarship Committee**

The Scholarship Committee shall:

1. Be chaired by an appointed volunteer
2. Report to the President, and manage needed committee
3. Be responsible for monitoring the scholarship application process and selection of scholarship recipients
4. Notify status to all applicants and schools as appropriate

**Section 3: Membership Committee**

The Membership Committee shall:

1. Be chaired by an appointed volunteer
2. Report to the President, and manage needed committee
3. Be responsible for managing and increasing IAHCRC membership
4. Coordinate member drives and events as needed

**Section 4: Social Media Committee**

The social media committee shall:

1. Be chaired by an appointed volunteer
2. Report to the President, and manage needed committee
3. Be responsible for managing the IAHCRC website and any social media sites including but not limited to Facebook and LinkedIn
4. Be responsible for providing oversight to costs associated with social media sites

5. Assist the Executive Committee in assessing Web site proposals and determining best vendors
6. Assist the Executive Committee in writing content for the website
7. Encourage participation on the website from members
8. Work with website vendor to keep site up-to date and dynamic
9. Update Website and social media sites with help of Executive Committee as needed

### **Section 5: Philanthropy Committee**

The philanthropy committee shall:

1. Be chaired by an appointed volunteer
2. Report to the President, and manage needed committee
3. Be responsible for developing outreach initiatives
4. Plan and coordinate philanthropy events

## **ARTICLE IX: AMENDMENTS**

All proposed amendments shall be submitted in writing to the Executive Committee who shall review all proposed changes. Bylaws may be amended at any general meeting by a majority vote of the members present.

## **ARTICLE X: ETHICS**

### **Section 1: Purpose**

IAHCR is founded for the purpose of exchanging and promoting sound principles of health care recruitment and retention. In so doing, the members are expected to demonstrate integrity and behavior of the highest professional character; therefore, the following will serve as guidelines.

### **Section 2: Conduct**

Activities of IAHCR members will always be conducted in a professional manner which reflects credit to themselves and IAHCR.

### **Section 3: Advertising**

Members will utilize advertising which truthfully amplifies the characteristics of their institution. Plagiarism is to be avoided as are references to other agencies.

### **Section 4: Exhibition and Other Recruiting Activities**

Members will conduct their exhibit and other recruiting activities to promote their organizations. Other recruiters shall not promote their institutions at another's recruitment function.

## **ARTICLE XI: MISCELLANEOUS**



**Section 1: Year**

The fiscal year of the Association shall be January 1<sup>st</sup> to December 31<sup>st</sup>.

**Section 2: Transition**

The President shall provide to the President-Elect all information necessary to transition to their role as President before December.

The outgoing Secretary shall provide all information necessary to the newly elected Secretary to transition to their role before December.

The outgoing Treasurer shall provide to the newly elected Treasurer, President and President-Elect all information necessary for the preparation of the budget for the upcoming fiscal year before December.

Reviewed and revised 11/90  
Reviewed and revised 11/92  
Reviewed and revised 11/93  
Reviewed and revised 11/94  
Reviewed and revised 2/09  
Reviewed and revised 11/13  
Reviewed and revised 09/17  
Reviewed and revised 7/2020