

**Association of Healthcare Human Resources Administrators of
Greater New York**

CONSTITUTION AND BY-LAWS

**Article I
Name and Purpose**

Sec. 1 The name of the association shall be the Association of Healthcare Human Resources Administrators of Greater New York. The territory within which the Association operates shall include those sections of New York, New Jersey and Connecticut which are generally accepted as being within the Metropolitan area of New York City.

Sec. 2 The purpose of the Association is to promote and exchange sound principles of human resource management in its role in the healthcare organization, including employee relations, compensation, benefits, recruitment, staffing, information management, and training and development. To that end, the Association seeks to provide educational programs and interactive opportunities with peers to promote professional growth.

**Article II
Membership**

Sec. 1 Membership in the Association is based on personal and professional qualifications as defined in Article III. Application blanks for membership may be obtained from the Membership Committee Chairperson to whom completed applications should be addressed. Membership shall consist of three types as defined in Article III. Membership in the Association shall be on an individual, not a healthcare organization, basis and is not transferable to another individual.

Sec. 2 Applications for membership in the Association shall be submitted on an official application form approved by the Executive Committee. The committee on Membership shall examine the qualifications of all applicants and shall recommend appropriate action to the Executive Committee for final dispositions.

Sec. 3 The fiscal year of the Association is January 1 to December 31. Dues for renewal of membership are payable no later than April 30 of each year. Dues and initiation fees, if any, for each class of membership shall be reviewed by the Executive Committee annually. If increases are warranted, they must be approved by the membership before they can be effective. After June 30 dues for each class of membership for the balance of the fiscal year will be fifty percent (50%) of the then current dues for the class.

Sec. 4 If dues and/or initiation fees are not paid within thirty (30) days, they are considered delinquent and membership will be forfeited. Any member whose membership has been forfeited for nonpayment of dues and fees must prepay for the

succeeding membership year when reapplying for membership. If approved by the Executive Committee, a new initiation fee will be required.

Sec. 5a Full membership of the Association entitles the holder to participate in all the activities of the Association and to full voting rights.

b. Commercial membership entitles the holder to the following benefits:

1. attendance at regular general membership meetings;
2. listing in annual membership directory and receipt of a free copy;
3. a copy, if desired, of the compensation survey at regular cost;
4. attendance at Annual Seminar at actual cost to the Association;
5. attendance at President's Dinner at actual cost to the Association;

c. Student membership entitles the holder to the following benefits:

1. attendance at regular general membership meetings;
2. participation in special activities or programs as specifically designated by the Executive Committee of the Association;
3. listing in annual membership directory and receipt of a free copy;
4. receipt of Association literature;
5. attendance at Annual Seminar at one-half the cost charged to Associate members;
6. attendance at President's Dinner at actual cost to the Association.

Sec. 6 Whenever the word "member(s)" is used in the Constitution and By-Laws, it shall be defined as full membership unless otherwise specified.

Sec. 7 Included among the benefits of membership is the Directory of Members. The Directory is published for the exclusive and confidential use of the members. Use of the Directory for any reason other than as specified above or by non-members must be approved in advance by the Executive Committee.

Sec. 8 Unless otherwise provided herein, voting results shall be determined by a majority vote of the membership at a meeting or through mailed ballots, of no fewer than 50 members or 20% of the membership, whichever is greater. Each full member shall have one (1) vote. Both elected and appointed members of the Executive Committee shall have one (1) vote. Commercial and student membership carries no voting privileges. In the event of a tie vote, the questions being voted on shall be defeated.

Sec. 9 A member in good standing is one who is current with all Association financial obligations, exhibits professional behavior at all functions and in all matters pertaining to the Association. Any member of the Association can recommend to the Executive Committee that a member is not in good standing. The Membership Chairperson(s) will investigate the member's recommendation. The Membership Chairperson(s) will formulate a recommendation as to the appropriate disciplinary action to take and bring

this recommendation to the Executive Committee. Disciplinary action, which may include removal of membership in the Association, will require a two-third majority vote of the Executive Committee.

Article III Qualifications and Memberships

Sec. 1 Qualifications for full membership are:

- a. Holding a human resources or related position in a healthcare organization OR;
- b. Have been employed within the last 12 months prior to renewal in a human resource sor related position in a healthcare organization.

Applicants for full membership must be employed or have been employed in the last 12 months in a health-related facility within the Greater New York area, as defined in Article I, Sec. 2. The applicant must be currently engaged or was engaged in health-related human resources activity at the professional level (e.g. Vice President of Human Resources, Human Resources Director, Director of Labor/Employee Relations, Manager of a department function, such as Wage and Salary Administration, Compensation, Employment, Training, or a Coordinator/Representative/Assistant within a Human Resources function or the like).

Sec 3. Student membership is available to full-time students of Human Resources and/or Labor Relations Administration at the undergraduate and graduate levels at an accredited college or university.

Sec. 4 Commercial membership is available to entities or individuals who demonstrate a bona fide, commercial interest in health care human resources related products and/or services. Applicants must complete an application describing their product and /or service and its relationship to human resources administration.

Article IV Officers and Governing Body

Sec. 1 Effective July 1, 1977, the officers of the Association shall be a President, a President-Elect, a Vice President, a Treasurer, a Treasurer-elect and a Secretary, elected annually in August – October for a one year term beginning January 1. No officer may be elected to the same office in two succeeding years. The duties of each office are defined in Article V. All elected officers must be members of ASHHRA.

Sec. 2 The governing body which shall manage and direct the affairs of the Association shall be the Executive Committee. It shall consist of the duly-elected officers and the chairperson of each standing committee. It shall be chaired by the President.

Sec. 3 The Executive Committee shall meet on a regular basis. A quorum shall consist of one-half plus one member of the Executive Committee. All members of the Executive Committee shall serve without compensation. Special meetings may be called by the President or on written request to the President by three members of the Committee. The President may designate an Executive Council from among the Executive Committee to assist him/her in the operational aspects of AHHRA administration.

Article V Duties of Officers

Sec. 1 The President is the executive officer of the association and shall preside at all General and Executive Committee meetings. The President shall designate committee chairpersons as provided in Article VII. The President is empowered to sign checks in the absence of the Treasurer. The President shall perform other executive functions as may be required. The President is an ex-officio member of all standing committees.

Sec. 2 The President-Elect shall assume the duties of the President, with the exception of check signing, at such times as the President is absent. The President-elect shall assume the office of the President in the event the President shall resign, die or become incapacitated prior to the expiration of his/her term of office. The President-Elect shall assume appropriate executive responsibilities delegated by the President and shall be responsible for Chapter Achievement and marketing for the Association. Additionally, the President-Elect may be the Chair of the Special Projects Committee, Strategic Planning Committee or any other committee requested by the President. The President-Elect shall automatically assume the office of the President at the expiration of the President's term of office.

Sec. 3 The Vice President shall assume appropriate executive responsibilities delegated by the President and shall chair the Training Committee. The Vice President is empowered to sign checks in the absence of the President and Treasurer.

Sec. 4 The Treasurer shall maintain bank accounts in the name of the Association and shall sign all checks and withdrawals for expenses previously approved as part of Committee budgets. No later than March 1, the Treasurer shall submit, for approval of the Executive Committee, a complete summary of receipts and expenditures for the fiscal year just ending audited by a CPA who shall be approved by the Executive Committee. The Treasurer shall turn over all records to the elected successor after the Executive Committee has approved the summary. Additionally, the Treasurer will be responsible for maintaining the executive liability insurance for the Association and filing the annual tax documents to the appropriate governmental agency.

Sec. 5 The Treasurer-Elect shall assume the duties of the Treasurer at such times as the Treasurer is absent. The Treasurer-Elect shall assume the office of the Treasurer in the event the Treasurer shall resign, die or become incapacitated prior to the expiration of his/her term of office. The Treasurer-Elect shall automatically assume the office of the Treasurer at the expiration of the Treasurer's term of office.

Sec. 6 The Secretary shall maintain current Association records and an official list of membership, obtained from the Membership Committee. The Secretary shall properly notify all members of meeting dates and other information which should come to their attention. The Secretary shall be responsible for recording the minutes of all Executive Committee and general membership meetings.

Article VI Election of Officers

Sec. 1 The Nominating Committee of the Association shall be chaired by the President. It shall consist of the President, the President-Elect and the most immediate Past President.

Sec. 2 In July of each year, the Nominating Committee shall advise all members of the forthcoming election of officers and shall seek their suggestions for nominees.

Sec. 3 The Nominating Committee shall present to the Executive Committee at its third quarter meeting the names of its nominees. Upon approval by the Executive Committee, the President will prepare a ballot to be sent to the membership listing at least two nominees for each office. The ballot shall include space for write-in votes.

Sec. 4 Voting for officers of the Association shall be by secret ballot and by mail only. The President shall mail a ballot to each member by September 30; to be valid, ballots must be returned to the President, postmarked no later than October 21. The President shall then reconvene the Nominating Committee to open and count the ballots. A majority of votes cast for each office will determine the result. A report of the results will be presented to the Executive Committee and the membership in writing at its Annual Seminar. Announcement of the newly elected officers shall be made at the Annual Seminar. The new officers shall assume their duties on January 1.

Sec. 5 In the event that an officership other than President or Treasurer becomes vacant, the unexpired term will be completed by an appointee of the Executive Committee. In the event the office of President or Treasurer becomes vacant, the unexpired term shall be completed by the President-Elect or Treasurer-Elect who will not thereby be disqualified from serving the full term of office of President or Treasurer to which he/she has been elected.

Sec. 6 In the event the office of President and President-Elect be vacated simultaneously, the Vice President completes the unexpired term of the then President and the Executive Committee shall within thirty (30) days prepare a slate of candidates to be submitted to the membership for a special election for President-Elect. The election must be held and the results announced within thirty (30) days following approval of the slate by the Executive Committee.

Article VII Committees

Sec. 1 The President shall appoint the chairperson of all standing committees. Each chairperson shall be responsible for the collection of the receivables generated by the activities of their committees. All committees shall report to and be responsible to the President of the Association. The President may appoint Ad Hoc Committees as appropriate.

Sec. 2 The standing committees of the Association are as follows:

a. The Compensation Committee shall collect and publish annually a survey of wages, salaries and/or benefits in accordance with applicable law. The institutions which participate and the definition of jobs to be included in the survey shall be approved by the Executive Committee.

b. The Historian shall chair the Committee for a minimum of three years. The purpose is to provide archival continuity for the Association.

c. The Membership Committee and the Executive Committee shall solicit qualified candidates and acquaint them with the objectives of the Association. It shall investigate the qualifications of all candidates for the membership and submit its report to the Executive Committee for appropriate action. It shall be responsible for the preparation and publication of Directory of Members to be distributed annually. It shall be responsible for maintaining the official membership listing of the Association.

d. The Placement Officer shall be the immediate Past President. The Placement Officer shall be a resource in linking qualified members to vacancies with healthcare Human Resources departments to fill vacancies in their departments.

e. The Program Committee shall be responsible for planning and executing the program schedule for the current year in concert with the Executive Committees.

f. The Communications Committee shall be responsible for all organization related communications, including the production of at least four newsletters on human resources related topics per year. Additionally, it shall be responsible for reporting to the membership relevant NLRB decisions, arbitration cases and appropriate labor relations and legislative activities. It shall review current legislation and/or administrative regulations influencing personnel administration in health care and preparing appropriate analysis for membership review. It shall be a resource to major new laws for the benefit of members. It shall develop position papers on pending legislation for the Executive Committee.

g. The Training and Development Committee shall be responsible for promoting, developing and communicating to the membership the role and value of training in the field of human resources with emphasis on hospital/healthcare human resources administration. This committee shall be chaired by the Vice President.

h. The Special Projects Committee shall be responsible for undertaking those assignments which will lead to a benefit for the Association and which do not fall under the clear jurisdiction of one of the other standing committees. This committee may be chaired by the President-Elect.

i. The Development Committee shall be responsible for the planning, organizing and management of Association fund raising efforts, creating campaigns and programs to subsidize expenditures and ongoing costs of the Association. The Chair of the Development Committee shall be the primary contact for commercial members. The committee shall be chaired by an experienced HR professional with at least two years service on the Executive Committee.

j. The Strategic Planning Committee shall be responsible for the oversight of strategic goals and objectives of the Association, and shall make recommendations to the Executive Committee as to actions that support such goals. The committee shall be chaired by a Past President or an experienced human resources professional with at least three years of service with the Executive Committee.

k. ASHHRA liaison – shall be responsible for promoting and informing the local chapter of both ASHHRA initiatives, as well as representing the local chapter at ASHHRA functions.

Article VII Meetings

Sec. 1 Meetings of the Association are held on a regular basis, usually on a quarterly basis in New York City. Announcements of meetings are sent to members. Special meetings may be called for discussion of timely subjects. When a special meeting is called, a special notice shall be designated to provide the membership with at least one (1) full weeks' notice. Members are encouraged to bring to any open meeting guests who may be interested in becoming members of the Association.

Article IX Finances and Reports

Sec. 1 The Executive Committee shall be responsible to the membership for exercising diligent care in controlling the finances of the Association. The Executive Committee shall determine periodically the dollar limit for expenditures requiring advance Executive Committee approval and report such changes to the membership. All checks for Association activities must be signed by the Treasurer or by the President. The President is responsible for all checks signed by the Treasurer by ensuring a close review of the monthly checking account statements.

Sec. 2 Each Officer and Chairperson shall submit to the President by the end of the year an annual report reviewing significant accomplishments of his/her offices during the year.

All records, materials and correspondence relating to said office shall be turned over to the President at that time. The outgoing President shall prepare and submit to the membership an annual report of the Association's activities.

Sec. 3 Each Officer and Chairperson shall submit a budget of all planned activities to the President and the Treasurer for the year by the first quarter of the year. No checks can be released for payment for any program or event until a budget is submitted for such program or event. Any additional programs or events that is sanctioned by the Executive Committee must have a budget submitted to the President and Treasurer within two weeks of the Executive Committee's approval for such program or event.

Sec. 4 All financial transactions by the Association must be made by check from the Association's checking account.

Article X Amendments

Sec. 1 An Amendment to the Constitution and By-laws may be submitted to the Executive Committee by any member of the Association. If approved by the Executive Committee, the Secretary shall be authorized to submit it to the membership by mail for their approval. The affirmative vote of two-thirds (2/3) of those voting shall be required in order to adopt any Amendment to the Constitution and By-laws.

Article XI Major Issues

Sec. 1 All major issues affecting the Association shall be submitted to the membership for a vote. The Executive Committee will determine if an issue is major. The membership will then be advised in writing that a vote on a major issue will be held at the next scheduled meeting or by mail vote. A majority vote of the membership at the next scheduled meeting of no fewer than 50 members or 20% of the membership, whichever is greater, is present will be necessary to pass the issue.

Sec. 2 The membership by majority vote of those attending a regular or special meeting may overrule the Executive Committee's designation of an issue and proceed accordingly to a decision.