

KENTUCKY ASSOCIATION FOR HEALTHCARE RECRUITMENT

BY-LAWS

ARTICLE I

Name

- Section 1. The name of the organization shall be the Kentucky Association for Health Care Recruiters.
- Section 2. Kentucky Association for Health care Recruitment shall be composed of members from all counties in Kentucky and Southern Indiana.

ARTICLE II

Purposes

- Section 1. To promote sound and ethical principals of professional health care recruitment.
- Section 2. To provide a forum for those professionals engaged in the recruitment of healthcare personnel for their institutions, through which programs may be developed for the promotion of Kentucky, mutual recruitment problems may be reviewed and efforts attempted to resolve them.
- Section 3. To develop educational programs whereby the effectiveness of professional health care recruiters may be enhanced and also to educate its members in all aspects of health care recruitment.
- Section 4. To initiate projects and programs which will serve to benefit health care recruiters, their institutions, and communities.

ARTICLE III

Membership

- Section 1. Applicants for membership must be employed by a not-for-profit, for-profit, proprietary, or government health care facility. The applicant must be currently engaged in some type of recruitment-retention activity at the management level, such as health care recruiter, or be responsible for the operation of some organized health care recruitment program.

Section 2. Membership in the KAHCR shall be:

- a. Based on qualifications outlines in Article III, Section 1.
- b. On an individual basis, not an organizational basis.
- c. Transferable upon approval of the board to another individual.
- d. Individuals whose dues are current.

Section 3. Type of membership:

- a. ACTIVE: Shall be defined as a member actively involved in health care recruitment, retention, and/or human resources processes and employed by an organization providing direct health care such as hospital, long-term care facilities, home care agencies, HMO's, and the military.
- b. ASSOCIATE: Shall be defined as individuals who recruit for educational settings.
- c. INSTITUTIONAL: Shall be defined as organizations, companies or divisions whose sole business is placing traveling health care professionals, supplemental and staffing agencies.
- d. HONORARY: Shall be defined as membership of individuals who have rendered distinguished service to the Association and have shown substantial support for goals and activities of the Associate.

Section 4. Applications for membership in KAHCR shall be:

- a. Obtained from a current member and be completed and returned to the Treasurer on the official application form.
- b. Examined by Executive Committee that shall consist of the President, Vice-President, the Secretary, Treasurer, and Officer at Large.

Section 5. Membership entitles members to:

- a. ACTIVE MEMBER:

- 1. The right to attend all meetings and otherwise participate in the affairs of the KAHCR.

2. All correspondence concerning official actions of KACHR, including meeting minutes.
3. The privilege of one vote in the annual election of officers, recruiter of the year, and in any business needing a vote during the course of KAHCR general business meeting.
4. One vote on any issue that may be sent to the KACHR for consideration for NAHCR (National Association for Health Care Recruitment).

b. ASSOCIATE:

1. The right to attend all meetings and otherwise participate in the affairs of KACHR.
2. All correspondence concerning official actions of the KACHR, including meeting minutes.
3. Associate members shall be ineligible to vote as a member or to hold any office.

c. INSTITUTIONAL:

1. The right to attend all meetings and otherwise participate in the affairs of KACHR.
2. All correspondence concerning official actions of the KACHR, including meeting minutes.
3. Associate members shall be ineligible to vote as a member or to hold any office.

d. HONORARY:

1. The right to attend all meetings and otherwise participate in the affairs of KACHR.
2. All correspondence concerning official actions of the KACHR, including meeting minutes.
3. Associate members shall be ineligible to vote as a member or to hold any office.

Section 6. The membership renewal shall be contingent upon requirement for membership as outlined in Section 1.

Section 7. The membership year of KACHR shall be a period of twelve (12) consecutive months from July 1st of one year to June 30th of the succeeding year.

ARTICLE IV
Fiscal Year and Dues

- Section 1. The fiscal year of the KAHCR shall coincide with the membership year beginning July 1st and ending June 30th of the succeeding year.
- Section 2. Annual dues for a member of the KAHCR shall be:
- a. ACTIVE MEMBERS:
Seventy-five dollars (\$75.00)
 - b. ASSOCIATE MEMBERS:
One hundred dollars (\$100.00)
 - c. INSTITUTIONAL MEMBERS:
One hundred twenty five dollars (\$125.00)
 - d. HONORARY MEMBERS:
- Section 3. Dues for the Kentucky Association for Health Care Recruitment shall be paid within thirty (30) days of the beginning of the current fiscal year.

ARTICLE V
Ethics and Standards of Conduct

- Section 1. The Kentucky Association for Health Care Recruiters' purpose of promoting and exchanging sound and ethical principals of professional health care recruitment. In doing so, the members are expected to demonstrate integrity and behavior of the highest professional character; therefore, the following will serve as guidelines:
- a. CONDUCT: The activities of the KAHCR will always be conducted in a professional manner, which reflects credit to the members themselves and KACHR. They will avoid infringing on the rights of others and conflicts of interest. They will promote their own organization and will not engage in activities, which are derogatory to others.

- b. ADVERTISING: The members will utilize advertising which truthfully exemplifies the characteristics of their organization. Plagiarism is to be avoided, as are derogatory references to other organizations.
- c. EXHIBIT AND OTHER RECRUITING ACTIVITIES: The members shall conduct their exhibit and other recruiting activities to promote their organization. Other recruiters shall not promote their organization at another's recruitment function i.e., hospitality suite or other privately sponsored function.
- d. REFERENCES: Members communicating references to other members shall do so in the strictest of confidence. Whenever permitted by the policies of their organization, the following may be given:
 - Dates of employment
 - Job classification
 - Eligibility for Rehire
 - Other pertinent data

ARTICLE VI

Officer and Governing Body

Section 1. Officers of the KAHCR shall be as follows:

- a. President
- b. Vice-President
- c. Secretary
- d. Treasurer
- e. Officer at Large

Section 2. The term of office shall be for one (1) year. No officer may succeed himself/herself more than once in any given office.

Section 3. The governing body of the KACHR shall be the Executive Committee. It shall consist of the duly elected officers and the Immediate Past President, and shall be chaired by the President. The Executive Committee shall manage and direct the affairs of the KAHCR.

Section 4. In accordance with NAHCR chapter guidelines, the President must be a current NAHCR member in good standing. KAHCR will pay the chapter President's NAHCR dues, as necessary, to insure that this criteria is met.

ARTICLE VII
Duties of the Officers

Section 1. The President shall:

- a. Serve as President of the Executive Committee.
- b. Preside at all meetings of the KAHCR.
- c. Serve as a representative of the KAHCR.
- d. Sign checks in the absence of the Treasurer.
- e. Serve as a representative of the KAHCR at meetings of other organizations concerned with Health Care Recruiting.
- f. In the event of an officer's position other than the President's becomes vacant, the President will have the authority, with the approval of the membership, to appoint a member to fill such a vacancy.
- g. Perform other executive functions as may be required.

Section 2. The Vice-President shall:

- a. Assume the duties of the President at such as the President may be absent.
- b. Assume the office of President in the event the President shall resign, die, or become incapacitated prior to the expiration of his/her term of office.
- c. May sign checks in the absence of the President and the Treasurer.
- d. May assume appropriate executive responsibilities delegated by the President.

Section 3. The Treasurer shall:

- a. Have responsibility for full knowledge of the receipts and expenditures of all funds of the KAHCR.
- b. Provide for the deposit and withdrawal of funds in banks approved by the Executive Committee.
- c. Prepare a report for the Executive Committee showing the financial status of KAHCR and present it when requested to do so.

- d. Make a full report at each business meeting.

Section 4. The Secretary shall:

- a. Take, preserve and distribute the minutes of the meetings of the KAHCR
- b. Conduct the general correspondence of the KAHCR.
- c. Preserve all papers, letters and transactions of the KAHCR.
- d. Keep an accurate list of names and addresses of all members of the KAHCR.
- e. Deliver to the newly elected secretary before the end of the fiscal year all KAHCR properties held in possession.
- f. Assume duties as designated in these by-laws or by the President

Section 5. The Officer At Large:

- a. Assume duties designated in these by-laws or by the President.

ARTICLE VIII Elections

Section 1. Nominations shall be by the procedure outlined in Article IX.

Section 2. Any business of the KACHR shall be decided by a majority of the members present and eligible to vote.

Section 3. Prospective members may attend two (2) meetings to determine interest in membership.

Section 4. No less than two (2) meeting per year will be held at location other than Louisville headquarters to accommodate members outside the immediate area.

ARTICLE IX Nominations

Section 1. In February of each year, the Nominating Committee shall send to the membership the names of officers then serving, noting the officers not eligible to succeed themselves. The Nominating Committee shall request from each

member nominees who would be willing to serve in each office. Nominations shall be submitted to the Nominating Committee at a date specified by the Nomination Committee.

Section2. The Nominating Committee shall consider the names submitted as well as other qualified members who are willing to serve. The Chairperson of the Nominating Committee will prepare a ballot to be sent to the membership at least two (2) nominees for each office. The ballot shall include space to write-in votes.

ARTICLE X Amendments

Sections 1. By-laws may be amended at any regular or special business meeting by unanimous vote of the members present and voting.

Section 2. Members will be notified in writing one (1) month prior to a meeting during which a proposed amendment will be voted upon.