



CONSTITUTION BYLAWS

ARTICLE 1

NAME AND PURPOSE

Section 1- The name of the Association shall be, Kansas City Area Health Care Recruiters Association, hereafter referred to as KCAHCRA in this document.

Section 2- The purpose of KCAHCRA is to promote and exchange sound principles of the recruitment of healthcare professionals who may be employed by their organizations for their mutual betterment and professional advancement. In order to achieve this, KCAHCRA seeks to maintain cooperative but separate relationships with voluntary and government hospitals, leading community health care organizations, educational institutions, nursing societies and all advertising media.

Section 3- Another purpose of KCAHCRA is to promote an awareness of career opportunities in health care. One element of this education process is focused on direct recruitment of qualified health professionals and students. The second element involves promotion of KCAHCRA as an information resource within the local health care industry and the lay public media.

ARTICLE II

MEMBERSHIP

Section 1- Two categories of membership are:

- a. Active Members
- b. Institutional Members

ARTICLE III

FISCAL YEAR AND DUES

Section 1- The fiscal year of KCAHCRA is January 1st to December 31st.

Section 2- Active membership dues shall be \$100.00 per year and non-refundable. Dues for renewal of membership are payable no later than December 31st of each year.

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Institutional membership dues shall be \$300.00 per year and non-refundable. Dues for renewal of membership are payable no later than December 31st of each year.

ARTICLE IV

OFFICERS AND GOVERNING BODY

Section 1- The officers of KCAHCRA Legislation shall be a President, Vice-President, Secretary, and Treasurer, elected annually at the regular November meeting of the membership for a two year term beginning January 1st.

Section 2- The governing body of KCAHCRA shall be known as the Executive Board (all duly elected officers). It shall be chaired by the President and he/she shall manage and direct the affairs of KCAHCRA.

Section 3- Special meetings may be called by the President or on written request to him/her by two members of the board. Three members of the Executive Board shall constitute a quorum. All members of the Executive Board shall serve without compensation.

ARTICLE V

DUTIES OF THE OFFICERS

Section 1- The President is the executive officer of KCAHCRA and shall preside at all meetings. The President shall designate committee chairpersons. He/she may sign checks. He/she shall perform other executive functions as may be required.

Section 2- The Vice-President shall assume the duties of the President at such times as the president may be absent. He/she will assume the office of the President in the event the President resign, dies, or become incapacitate prior to the expirations of his/her term of office. He/she shall assume appropriate executive responsibilities delegated by the President.

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Section 3- The Treasurer shall maintain bank accounts in the name of KCAHCRA and shall sign all checks and withdrawals for expenses approved by the Executive Board. He/she shall be responsible for billing and collection of dues. On December 31 of each year he/she shall submit, for approval of Executive Board, a complete summary of receipts and expenditure for the fiscal year just ending. He/she shall turn over all records to his/her successor after the Executive Board has approved the summary.

Section 4- The Secretary shall maintain all KCAHCRA records, including the official list of membership. He/she will properly notify all members of meeting dates. He/she shall properly notify the members, as requested by the President, of information that should come to their attention. He/she will be responsible for recording the minutes of all Executive Board and General Membership meetings.

ARTICLE VI

ELECTION OF OFFICERS

Section 1- The Nominating Committee of the Association shall consist of the Vice-President and two members appointed by the President.

Section 2- Prior to the election of officers, the Nominating Committee shall advise all members of the forthcoming election of officers and shall seek their suggestions for nominees.

Section 3- The Nominating Committee shall present the Executive Board, in writing, for approval by the first day of November, the names of the nominees. After the Executive Board has approved the slate, the Secretary of the Nominating Committee will prepare a ballot to be distributed to the membership listing at least one (1) nominee for each office. The ballot shall include space for write-in votes and/or nominations from the floor. No candidate shall appear on the ballot for more than one office.

Section 4- Voting for officers of KCAHCRA shall be by secret ballot prepared by the Nominating Committee and shall be carried out at the regular November meeting. If a voting member can not attend the November meeting, an absentee ballot may be submitted prior to the November meeting. In an emergency situation, a telephone vote may be made to the Vice-President, but must be followed by a written confirmation. Votes will be counted by two members in attendance whose names do not appear on the ballot. In case of a tie, members present will cast an additional vote. If the tie persists, the Tellers will not divulge such information to the membership and will determine the winner by the toss of a coin. Announcement of the newly elected officers shall then be made. They shall assume their duties on January 1st.



Section 5- In the event an office other than President becomes vacant, the unexpired term will be completed by an appointee of the President. In the event the Presidency becomes vacant, the unexpired term shall be completed by the Vice-President who will not, thereby, disqualify himself/herself from serving the full term of the office of the President of he/she subsequently elected as such.

Section 6- In the event the offices of President, Vice-President, are vacated simultaneously, the Executive Board shall, prepare a slate of candidates to be submitted to the membership for special election.

ARTICLE VIII

MEETINGS

Section 1- Regular meetings of KCAHCRA are held the 2nd Tuesday of every month. A vote of membership may be held to omit or change a meeting date if desired. Special meetings may be called for discussion of timely subjects. Members are encouraged to bring guest who may be interested in becoming a member of KCAHCRA of any open meeting.

Section 2- Each institution must be present at no less than four (4) meetings within the membership year. The Secretary will monitor attendance every calendar year. Those members who do not meet the membership requirements will be reviewed by the newly elected Executive Board.

ARTICLE IX

AMENDMENTS

Section 1- Amendments to the constitution may be submitted in writing to the President by any member of KCAHCRA. The President shall submit the proposed amendment to the executive Board. If approved by the Executive Board, the Secretary shall be authorized to submit them to the membership for their approval at the next regular general meeting. The affirmative vote of the majority of those voting shall be required in order to adopt any amendment to the Constitution.

Section 2- All major issues affecting KCAHCRA shall be submitted to the membership for a vote. The Executive Board shall 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. A majority vote of those members attending the meeting will be necessary to pass the issue.

ARTICLE XI

COMMITTEES

Section 1- The President shall appoint the Chairperson of all committees. All committees shall report and be responsible to the President of KCAHCRA. All committee Chairperson shall serve without compensation.