

KANSAS ASSOCIATION OF HEALTH CARE COMMUNICATORS

BYLAWS

ARTICLE I. NAME

The name of the organization shall be the “Kansas Association of Health Care Communicators” hereafter referred to as the Association.

ARTICLE II. PURPOSE AND ORGANIZATION

The Association is a not-for-profit organization established for the purpose of professional growth, development and education of its members through formal and informal association with peers.

The purpose shall be achieved through formal organization, bylaws and affiliation with the Kansas Hospital Association. Deliberations of the Association shall be governed by Roberts Rules of Order unless otherwise stipulated by the bylaws.

ARTICLE III. OBJECTIVES

The objectives of the Association shall be consistent with the objectives of the Kansas Hospital Association and shall be:

- To encourage the highest standards of practice in health care communications.
- To promote the effective utilization of sound public relations, communications and marketing programs in the health care field.
- To render mutual assistance and to stimulate an exchange of information concerning matters of communications policies, practices and procedures.
- To provide educational opportunities for members of the Association.

ARTICLE IV. ORGANIZATION

The Association is to be organized on a statewide basis. Its fiscal year shall be from January 1 to December 31.

ARTICLE V. MEMBERSHIP

Section I – Qualification for Membership

The membership shall consist of persons who are designated for communications, public relations, marketing and/or business development responsibilities for a health care organization in Kansas. The

term “health care organization” means any organization that devotes the majority of time and resources to improving the health of Kansans and not necessarily exclusively devoted to providing patient care.

Section 2 – Membership

- A. Active Membership – An active member shall be any persons with responsibilities for developing, administering or implementing public relations, communications, marketing and/or business development programs for a Kansas health care organization, as defined in Section 1. Active members may vote and hold office. Membership status belongs to the organization or individual who pays for the membership.
- B. Associate Membership – An associate member shall be any independent public relations consultant, contracted freelancer or representative of an agency who serves health care organization clients. Associate members may vote and hold office. Membership status belongs to the organization or individual who pays for the membership.
- C. Student Membership – A student member shall be any person actively pursuing a degree in public relations, communications, marketing and/or business development. Student members shall be entitled to all rights and privileges of membership, except that they may not vote in matters to be decided by the active membership, nor shall they be eligible to hold office. Anyone who qualifies for active or associate membership shall not be eligible for student membership.

Section 3 – Meetings and Special Meetings

The Association shall meet and conduct at least two (2) educational and business meetings per year. The Board shall meet in conjunction with regularly scheduled meetings and at other times as deemed necessary by the President.

Special meetings of the Association shall be called by the President upon recommendation of the Board or upon written request of not less than 10 active members. Notice of such meetings shall be given no less than 15 days in advance. The notice shall specify the purpose of the meeting and no other business shall be conducted at such meeting.

Section 4 – Application for Membership

Membership shall become effective upon receipt of the application form and dues, providing qualifications are met in Article V, Section 1 and 2. The membership application forms and dues shall be collected by the Kansas Hospital Association.

All obligations to KAHCC must be met to be a member in good standing.

Section 5 – Dues

The Board has the authority to establish dues for the Association.

Dues are payable at the first of each year or upon acceptance of membership.

Section 6 – Voting

All active members are entitled to one vote. There shall be no voting by proxy.

All matters shall be settled by a majority of active members present.

ARTICLE VI. OFFICERS AND DIRECTORS

The board shall consist of nine members elected by and from the membership to serve three-year terms. A member of the KHA staff shall serve as an ex officio member of the Board. All Board members must be members of the Association for one year prior to service. All Board members are expected to attend a minimum of two of the three regularly scheduled Board Meetings per year. The Board of Directors reserves the right to request the resignation of a director or officer who does not meet this requirement.

- A. Officers – Officers of the Association shall be President and President-Elect, who shall be elected annually by and from the active membership for one-year terms. The President-Elect shall take office as President at the end of his/her term as President-Elect. The President shall take the position of Past President following the end of his/her term as President, even if his/her term must be extended.

A Secretary shall be appointed by the President from among the Board.

A Treasurer shall be appointed by the President from among the Board and shall serve a minimum term of two years.

B. Duties:

- (1) The President shall preside over all meetings. The President shall fill all Board and Committee unfulfilled vacancies by appointment, with the exception of President-Elect, who shall be elected by the membership during a special election. The President shall be responsible for ensuring the development and implementation of the organization's annual objectives. The President and/or President-Elect are encouraged to attend KHA's annual retreat for allied presidents and the planning meeting for KHA's fall conference.
- (2) In the absence of the President, the President-Elect shall assume and carry out the duties of the President set forth by the bylaws.
- (3) The Secretary shall record the proceedings and prepare minutes of meetings of the Association and Board of Directors. A summary of KAHCC business meetings shall be made available to the membership of the Kansas Hospital Association and KAHCC. Minutes shall be sent to Association Board members.
- (4) The Treasurer shall maintain the financial records, receive incoming funds, pay bills incurred by KAHCC, recommend an auditor, and work with KHA to ensure accounting continuity.
- (5) The Board of Directors shall receive a financial statement during the spring and fall board meetings. A financial report shall be submitted to the membership during the business session of the annual meeting. The KAHCC financial records shall be audited annually by an appointed party, that is approved by the President.
- (6) The Board of Directors shall have authority to establish dues, make policy decisions for the Association, establish rules and procedures for the Board of Directors and the

Association; and approve and/or consider reports, resolutions, and actions of the officers and committees of the Association.

ARTICLE VII. ELECTIONS

Vacated Director positions and the President-Elect shall be elected annually.

The election of the Directors and President-Elect shall be conducted by mail, fax, or e-mail. A slate of candidates proposed by the nominating committee shall be distributed to each member for confirmation by the end of the calendar year. The votes shall be tabulated by the KHA and reported to the Board of Directors.

A majority of ballots cast shall constitute an election. Write-in votes will be accepted.

In the event of a write-in tie, candidates will be notified and a re-balloting called.

The results of the election shall be communicated to the membership.

Special Elections: Special elections for President-Elect may be conducted by mailed, faxed, or e-mailed ballot as determined by the Board of Directors.

ARTICLE VIII. COMMITTEES

- A. The President shall appoint all committee chairpersons with approval of the Board. Committee chairpersons shall recruit committee members.
- B. Standing committees:
 - (1) Nominating – Develops the annual slate of Board of Director candidates to present to the membership as outlined in the Bylaws.
 - (2) Program – Plans the annual spring and fall conference programs and educational offerings for the membership.
 - (3) Membership – Oversees recruitment and retention of the membership including input into the development of programs that keep members engaged.
 - (4) Emeralds – Plans and implements all elements of the member awards program.
 - (5) Listserv/Social Media – Manages content, membership and engagement in the KAHCC listserv and social media platforms.
- C. Special Committees – The President shall appoint special committees from time to time as the need arises. The special committee shall continue as long as necessary.
- D. All committee chairs shall attend board meetings or provide a report for all board meetings.

ARTICLE IX. AMENDMENTS

These bylaws may be amended or repealed by two-thirds vote of the membership present at a regular meeting of the membership or by email, fax, or mailed ballot. Notice of proposed changes shall be sent

to all members at least 30 days before voting. The KHA will have the opportunity to review and comment on proposed bylaws changes.

Amended June 1990
Amended June 1991
Amended June 1993
Amended November 1995
Amended April 1998
Amended April 1999
Amended April 2005
Amended April 2008
Amended April 2011
Amended November 2014
Amended April 2017
Amended January 2021
Amended June 2023