

MAINE ASSOCIATION OF HEALTHCARE ADMINISTRATIVE PROFESSIONALS

BYLAWS

ARTICLE I- NAME

The name of this organization shall be the Maine Association of Healthcare Administrative Professionals, a non-profit, non-union, non-partisan, non-sectarian society. The members shall have the right to govern and control its activities through its Officers, within the authority granted through these Bylaws.

ARTICLE II – PURPOSE

The purpose of this Association shall be to:

- Provide educational programs to increase job knowledge and skills of members.
- Provide education on State and Federal legislation and regulations regarding the healthcare field in Maine.
- Establish a network liaison between members with common positions at healthcare organizations throughout the State of Maine and any healthcare members outside of the State of Maine.
- Provide various approaches to mutual activities.
- Maintain affiliation with the Maine Hospital Association.
- Improve communications between National, State and Regional Associations.

ARTICLE III - MEMBERSHIP

Section 1. **Charter Membership.** All members as of October 23, 1980, shall be charter members.

Section 2. **Active Membership.** Active membership in this Association shall be open to the Secretary, Administrative Assistant, Executive Assistant, etc. to the executive management of any Maine healthcare organization. The basic criteria for membership are that the Secretary or Administrative Assistant report to an individual who is considered "senior/executive management" in their healthcare facility.

Section 3. **Associate Membership.** Associate membership in this Association shall be open to the Secretary, Administrative Assistant, Executive Assistant, etc. to the executive management of any Non-Maine Hospital/Organization. The basic criteria for membership is an individual(s) that reports to a "senior/executive management" in their healthcare facility.

Section 4. **Dues.** All active members shall pay annual dues at a rate established by a vote of the Association at the Fall Annual Meeting of each year. Notices of such dues shall be rendered by the Membership Committee in December, with dues payable by January 31st of each year. Dues will be reduced by half for any new member beginning after the Spring Conference.

ARTICLE IV - OFFICERS

Section 1. **Officers.** Officers of the Association shall be the President, Vice President, Secretary, Co-Treasurers and Parliamentarian, all of whom shall be elected from the active membership and shall have been members in good standing. Officers and Members-at-Large for the ensuing year shall be elected at the annual meeting.

Section 2. **Election and Terms of Office.** The Officers shall be elected at the annual meeting. The terms of office for the President, Vice President, Secretary and Parliamentarian shall be three (3) years, with a maximum of two (2) consecutive terms of three years each, with term ending on 12/31 of that calendar year. The Co-Treasurers shall be elected to a term of three (3) years. The

consecutive terms for Co-Treasurers shall be unlimited due to the expense and complexity of transferring of accounts.

ARTICLE V – MEMBER-AT-LARGE

The Member-at-Large will be elected for a 3-year term and serves as a member of the Executive Committee (consisting of Officers, President Emeritus and the Member-at-Large).

ARTICLE VI - RESPONSIBILITIES OF EXECUTIVE COMMITTEE

Section 1. **President.** The President shall be the Executive Officer of the Association and shall preside at all meetings. The President shall be chairperson of the Executive Committee and ex-officio member, with vote, of all standing and special committees, with the exception of the Nominating Committee. The President will be responsible to send thank you notes to CEO/Supervisor or all meeting hosts.

Section 1a. **President Emeritus (or Special Executive Member)** – The past President (President Emeritus) will be a non-voting member of the Executive Committee who will assist the organization during the transitionary period of the incoming President and other Board Members. The President Emeritus will have the same authority as the President and Vice President if one or the other is not able to attend an official meeting(s), with the exception of voting. Duties of this position may include the following: assisting with planning special projects, providing support to sub-committees where possible and helping to guide the President and organization through business transactions as appropriate. Should the President Emeritus' position in their healthcare organization change in a way that makes them ineligible for continued membership, or they are no longer employed in a healthcare setting, their duties for the Executive Committee will be terminated at such time as their eligibility expires.

Section 2. **Vice President.** In the absence of the President, the Vice President shall perform the duties of the President. The Vice President shall assist the President in coordinating the activities of the Association.

Section 3. **Co-Treasurers.** The Co-Treasurers shall be the custodians of all funds received by the Association and in general perform all duties incident to the office, shall keep a record of all paid memberships and a detailed account of receipts and expenditures, and shall deposit and disburse funds in the name of the Association as authorized by the Executive Committee. The Co-Treasurers shall be an ex-officio member of the Membership Committee.

The Co-Treasurers shall submit a report at each regular meeting and a written detailed report at the annual meeting (copies of which shall be distributed to the membership) shall maintain an up-to-date list of membership and forward same to Officers and Membership Committee, and shall perform such other duties as may be assigned by the President or the Executive Committee, including written annual solicitation of dues payment

In the event the Co-Treasurers are unable to perform said duties, any of the following shall be authorized to transact the business of the Association in her/his absence: President or Vice President.

Section 4. **Secretary.** The Secretary shall keep minutes of attendance of all meetings and shall send notices and minutes of meetings to members at least three (3) weeks in advance of each meeting. The Secretary shall handle all general correspondence and perform such other duties as may be

assigned by the President and/or Executive Committee. The Secretary is responsible to hand out or send out certificates of conference attendance to members.

Section 5. **Parliamentarian**. The Parliamentarian shall draft and present Bylaws and procedures of the Association, review them annually, and recommend and present revisions as necessary to the Executive Committee. Revisions will then be presented to the Association for consideration and adoption at any regular meeting of the Association, following the amendment guidelines provided in these Bylaws.

Section 6. **Member-at-Large**. The Member-at-Large serves as a member of the Executive Committee, attends all Executive Committee meetings, attends all meetings of the organization. The Member-at-Large may be called upon to serve on special committees/initiatives. It is the responsibility of the Member-at-Large to share ideas, to provide guidance and expertise to the Executive Committee and to assist Executive Committee as requested.

Section 7. **Default in Office**. Any Officer unable to perform her/his duties for a period of ninety (90) days shall be required to submit her/his resignation in writing to the Executive Committee unless, in the opinion of the Executive Committee, there are extenuating circumstances. In the event of default in office, such office shall be filled by a majority vote of the Executive Committee.

Section 8. **Completion of Office**. Within one (1) month following the expiration of office (December 31 of voting year or immediately following ineligibility or resignation by an Officer), each Officer and Committee member shall turn over to her/his successor all books, records, and papers of the Association.

ARTICLE VII - COMMITTEES

Section 1. **Standing Committees**. The regular Committees shall be Executive, Membership, Program, Nominating, Communication & PR, and Scholarship. Committee chairpersons and members will be appointed by the President. Committees will be assigned by region on a rotating basis.

Section 2. **Special Committees**. Special Committees may be appointed by the Executive Committee from time to time as needed.

ARTICLE VIII - RESPONSIBILITIES OF COMMITTEES

Section 1. **Executive Committee**. The Executive Committee shall be comprised of the President as Chairperson, President Emeritus, Vice President, Secretary, Co-Treasurers, Parliamentarian, and one (1) Member-at-Large, who shall be elected at the Annual Meeting for same term as Officers.

The Executive Committee shall have the power to transact regular business of the Association during the period between meetings of the Association, subject to any prior limitations imposed by the Association.

The Executive Committee shall meet prior to each meeting of the Association, review and propose Bylaw changes, prepare an agenda for the Secretary to distribute, conduct other necessary business, and shall meet on an as needed basis the remainder of the year.

Section 2. **Membership Committee**. The Membership Committee shall maintain and provide the Secretary with an up-to-date membership roster to include names, addresses, telephone numbers, e-mail addresses, etc., recruit new members, and research qualifications of new member

applications. This Committee shall consist of a team who will work together with the Co-Treasurers to add/delete members according to registration and timely payment of dues.

Section 3. **Program Committee.** The Program Committee, together with the Executive Committee, will make all arrangements for educational programs. The Program Committee will determine the location of the meeting in accordance with bylaw meeting guidelines. The Committee, along with the past and present meeting hosts, will also make all arrangements for providing speakers, shall choose the topics to be presented by speakers and for educational sessions. The meeting host will provide details for available motels, secure a restaurant venue for the evening prior to the conference, as well as a block of rooms at a local hotel, and work with Co-Treasurers to secure payment of travel arrangements and other expenses for speakers. The Program Committee and meeting host will develop a program announcement, including a conference name. The meeting host will prepare the meeting brochure for distribution by the Membership Committee to the Association Members in Good Standing and prospective members at least two (2) months prior to the meeting, with a "Save the Date" announcement to be sent as much as a month prior to that announcement.

Up to one third of the treasury may be spent to provide speakers and pay for necessary expenses. The treasurer should be consulted for cost estimates and funds available.

This Committee may recommend that educational sessions be open to attendance by other secretaries (administrative assistants) and will determine the entrance fee to be charged after consultation with the Executive Committee. The Program Committee, in consultation with the Executive Committee, may determine that an additional fee will be charged.

At their discretion, the Program Committee may call upon other standing committees as necessary for assistance.

All plans for Association meetings will be submitted to the Executive Committee for review.

Section 4. **Nominating Committee.** The Nominating Committee shall solicit, prepare and present a slate of Officers and Members-at-Large from the Association at the annual meeting, with consideration given to Article IV of these Bylaws.

Section 5. **Conference Tuition Assistance Grant Committee.** The Conference Tuition Assistance Grant Committee shall consist of Co-Treasurers and current President. The goal is to offer participation in Association programs to members who may not be in a position to attend a conference due to cost limitations. Disbursement of funds is at the discretion of the Committee for each member and a maximum of \$300 per program will be disbursed. Reimbursement can be used for tuition and associated program expenses. The Co-Treasurers will provide information about this resource as part of their Treasurers' report at each meeting.

Section 6. **Scholarship Committee.** The Scholarship Committee shall consist of the Executive Committee. The Scholarship Fund was established to provide financial assistance in the amount of \$500 to individuals that are enrolled in administrative assistant or related healthcare roles of study in community colleges, colleges and universities. This is a statewide scholarship and no preference will be given to any particular school or region, with the exception of trying to rotate the scholarship to various areas of the State of Maine each year. The scholarship may be used at the discretion of the recipient to meet the needs of entering college, e.g. books, supplies, fees, etc. All applications shall be reviewed by the Executive Committee. The decision will be based on academic performance, leadership potential, participation in extracurricular activities and overall good citizenship, as well as consideration of volunteer and work experience.

Section 7. **Communication & PR Committee**: The Communication/PR Committee shall be responsible for compilation of data and preparation of the quarterly newsletter, ***The MAHAP Messenger***. They will solicit members and Officers for content prior to each edition. They will also be responsible for keeping our website, Facebook, Twitter and Instagram accounts accurate and webinars updated, utilizing the services of a professional web designer, if necessary.

ARTICLE IX - MEETINGS

Section 1. **Association Meetings**. There shall be an Annual Meeting of the Association in the Fall of each year. The date for this meeting will be determined by the Program Committee with consultation of the Executive Committee. To the extent possible, the meeting location will be assigned to a region on a rotating basis, thereby providing fair access for all members in the Association to attend. Attendance, minutes and committee reports shall be recorded.

Section 2. **Quorum**. At any meeting of the Association, a one-third majority of active members shall constitute a quorum. One of the Co-Treasurers will advise the President at each meeting if a quorum is present. At any Committee meeting, a majority of members of the Committee shall constitute a quorum.

Section 3. **Proxy Vote**. A member may authorize another member of the Association to cast their vote by proxy. Authorization for this action must be submitted in writing to the President of the Association prior to the start of the meeting. This proxy shall be considered when determining a quorum at meetings.

Section 4. **Executive Committee Meetings**. The Executive Committee will meet three to four times a year depending on need.

Section 5. **Fiscal Year**. The fiscal year shall run from January 1 to December 31 of the following year.

Section 6. **Conferences**. Conferences shall be held two times a year. Members can sign up to sponsor a seasonal conference. The hosting member, with support from the Planning Committee, will find appropriate meeting space to accommodate expected participants comfortably. The meeting location is preferred to be on site, but other arrangements can be made if there is a space limitation. The hosting member shall be responsible for blocking off lodging if needed but not fiscally responsible. The hosting member shall be prepared to create registration and marketing for the conference.

Section 7. **Cancellation Policy**. Cancellations must be made 15-days prior to the scheduled conference and will be issued a refund, less a \$30 administrative fee. Cancellations made after the 15-day mark will be charged 50% of the registration fee paid. Refunds will not be issued for those who do not cancel in advance of the conference. Participant substitution is permitted if the substitute is a member or paying their membership fees.

ARTICLE X - AMENDMENTS

These Bylaws may be amended at any regular or annual meeting of the Association by a two-thirds vote of the active membership present and voting. Any proposed amendments(s) must be submitted to the Executive Committee for review and submitted to Association members at least one week prior to the Association meeting at which any proposed amendments will be presented for review and adoption.

Approved by MAHAP membership on October 8, 2004

Updated and approved by membership October 22, 2010

Updated and approved by membership October 26, 2012

Updated and approved by membership November 16, 2017

Updated February 2018 and approved by membership via electronic vote January 10, 2019

Updated June 2019 and approved by membership via electronic vote and in person November 15, 2019