

**BYLAWS
NORTH CAROLINA ASSOCIATION
OF
HEALTH CARE RECRUITERS**

ARTICLE I. NAME AND PRINCIPAL OFFICE

Section 1. Name

The name of the association shall be the North Carolina Association of Health Care Recruiters (NCAHCR)

ARTICLE II. PURPOSE

To promote and exchange sound and ethical principles of professional nurse and allied health care recruitment. To provide a network for acquiring and disseminating information regarding conditions in the health profession work force in North Carolina.

ARTICLE III. MEMBERSHIP

Section 1. Class of Membership

There shall be four classes of members in this association:
Active, Associate, Institutional, and Honorary.

Section 2. Active Membership

Only active members can vote. No temporary or personnel placement agency staff are eligible for membership.

- a. Applicants for active membership or renewal thereof must be actively involved in health care recruitment and employed by organizations providing direct health care.
- b. All active members shall be individuals whose application for membership in the NCAHCR has been accepted, whose dues are current and whose membership is not under revocation for violation of the NCAHCR bylaws.
- c. All active members shall serve on a committee annually.
- d. Active membership in the Association shall be based on the personal and professional qualifications as outlined in Section 2b, on an individual health facility basis, and is transferable to another individual unless the individual has personally paid the dues.

Section 3. Associate Membership.

Associate Membership is open to those individuals who recruit for educational settings and for individuals who are interested in supporting the activities of North Carolina Association of Health Care Recruiters and are interested in maintaining their involvement with the Association. Associate members shall be ineligible to vote as a member or to hold any office in this Association, including any chapter thereof. However, Associate members may be designated to serve on appropriate committees. No individuals associated with supplemental staffing or personnel placement agencies (search firms) are eligible for Associate Member status.

Section 4. Institutional Members.

Institutional membership is open to organizations that are interested in supporting the goals of the Association and furthering the development and growth of North Carolina Association of Health Care Recruiters. Institutional members are ineligible to vote as a member or to hold any office in the Association, including any Chapter thereof. Companies or divisions of companies whose sole business is placing traveling health care professionals and supplemental staffing are eligible for institutional membership. No individuals associated with personnel placement agencies (search firms) are eligible for Institutional member status,

Section 5. Honorary Members.

Honorary membership may be conferred on individuals who have rendered distinguished service to the Association and have shown substantial support for the goals and activities of the Association. At any general meeting, the Board of Directors may propose for majority vote of the members present the name(s) of individuals to be considered. Honorary members are ineligible to vote as a member or to hold any office in this Association, including any Chapter thereof. No part-time temporary or personnel placement agency staffs are eligible for Honorary membership.

Section 6. Applications and Approval

Applications for membership in the Association shall:

- a. Be made through the Association's treasurer. Any member who changes employment status or employer must notify the treasurer in writing to assure continued compliance with the by-laws.
- b. Include where applicant is currently employed.
- c. State certification over the signature that the application meets all conditions of eligibility. Any questionable eligibility will be forwarded to the Executive Board for review.

Section 7. Membership Entitles the Member To:

- a. All correspondence concerning official actions of the Association.
- b. One vote in the annual election of officers.
- c. The right to attend all meetings and otherwise participate in the affairs of the Association.

Section 8. Duration of Membership

The membership year shall be a period of twelve consecutive months from January 1 to December 31.

ARTICLE IV. DUES AND FEES

Section 1.

The annual dues of each member shall be recommended by the Executive Board and subject to the approval of the membership.

Section 2.

Annual dues for membership of the Association shall be determined by the Board of Directors. All dues shall be paid to the NCAHCR.

Section 3.

Annual dues shall become due January 1 of the current membership year.

Section 4.

Dues are payable upon acceptance of a new member. After July, dues for new members shall be half of the current dues in effect.

Section 5.

If any member is in arrears of payment for thirty (30) days, a thirty (30) day notice shall be sent to the member by the treasurer. Failure to pay dues before expiration of thirty (30) days from date of notification the member shall be dropped from the Association.

ARTICLE V. MEMBERSHIP MEETINGS

Section 1. Frequency of Meetings

The Association shall meet a minimum of three times per year, with at least one meeting being educationally focused.

Section 2. Special Meeting

Special meetings of the Association may be called by the President upon the request of a majority of the Executive Board. Special meetings shall be limited to consideration of subjects listed in the official call for such meeting.

Section 3. Member Representation

- a. Each voting member shall be entitled to one vote in all matters coming before the Association at all meetings.
- b. The affirmative vote of a majority of those present shall determine any question unless a greater vote shall be required by law or by the Association Bylaws, given the necessary members for quorum are present.
- c. Voting members of the Association may have the privilege of the floor in keeping with the Roberts Rules of Order at member meetings.

Section 4. Member Meeting Quorum

Ten (10) percent of the membership, excluding Executive Board shall constitute a quorum for the transaction of business at Association member meetings.

Section 5. Mail Vote

The Executive Board may submit any question to the membership in writing for a vote if in their judgment they feel this is more expedient than calling a special meeting. Mail voting shall require the use of first class mail or by email with a request to reply receipt. Ballots will be counted if returned within two (2) weeks after submission to the entire membership. A decision will be determined by a majority, provided votes of at least twenty-five (25) percent of the members are received.

ARTICLE VI. OFFICERS AND GOVERNING BODY

Section 1. Officers of the Association Shall Be As Follows:

- President
- President Elect
- Secretary
- Treasurer

The term of the office shall be for two years except for President and President Elect who serve 1 year each. No officer may succeed himself/herself more than once in any given office.

Section 2.

Officers appointed for the organizational period (January – December) shall remain in office through the membership year ending December 31.

Section 3.

The governing body of the Association shall be the Executive Board. It shall consist of the duly elected officers and the immediate past president (if he/she still meets the membership requirements). The Executive Board shall manage and direct the affairs of the Association.

Section 4.

Officers of the Association must be active members in good standing.

Section 5.

In the event an office becomes vacant, the Executive Board will have the authority to appoint a member to fill such a vacancy. Any officer not fulfilling their duties will be addressed by the Executive Board and dealt appropriately. Any officer appointed by the Board will serve only until the next election.

ARTICLE VII. DUTIES OF THE OFFICERS

Section 1. The President Shall:

- a. Serve as chairperson of the Executive Board
- b. Preside at all meetings of the Association.
- c. Serve as representative of the Association.
- d. Sign Checks in the absence of the Treasurer.
- e. Serve as representative of this Association at meetings of other organizations concerned with recruitment.
- f. Perform other executive functions as may be required.

Section 2. The President Elect Shall:

- a. Assume the duties of the President at such times as the President may be absent.
- b. Assume the office of President in the event the office of President becomes vacant.
- c. May sign checks in the absence of the President and the Treasurer.
- d. Serve as a representative of this Association at meetings of other organizations concerned with recruitment.
- e. Assume appropriate executive responsibilities delegated by the President.
- f. Assumes responsibility for educational/program coordination.
- g. Assume office of President for the next election year.

Section 3. The Treasurer Shall:

- a. Have the responsibility for full knowledge of the receipts and expenditures of all funds of the Association.
- b. Provide for the deposit and withdrawal of funds in banks approved by the Executive Board.
- c. Prepare a report for the Executive Board showing the financial status of the Association and present it when requested to do so.
- d. Make a full report to the Association at each business meeting.
- e. Process membership applications and collect membership dues.
- f. Keep an accurate list of names and addresses of all members of the Association.
- g. Delivers to the newly elected Treasurer, all Association properties held in possession at the end of the calendar year (December 31).
- h. Assume duties as designated in these by-laws or by the President.

Section 4. The Secretary Shall:

- a. Take, preserve, and distribute the minutes of all meetings of the Association to include notices of meeting locations and times.
- b. Preserve all papers, letters, and transactions of the Association.
- c. Deliver to the newly elected Secretary at the end of the calendar year (December 31) all Association properties held in possession.
- d. Assume duties designated in these by-laws or by the President.
- e. Conduct the general correspondence of the Association to include any surveys conducted by the organization.

Section 5. The Immediate Past President Shall:

Serve on the Executive Board if he/she still meets all membership requirements.

ARTICLE VIII. ELECTIONS

Section 1.

Nominations shall be by the procedure outlined in Article X.

Section 2.

Secretary and Treasurer shall be elected for two-year term to take effect at the first meeting of the calendar year.

President-elect will be elected for one-year term. President-elect will serve one year as President following this previous term.

Section 3.

Elections of officers will be held at the Fall meeting of each year by secret ballot or by email ballot for those members not attending. The ballots will be emailed by the nomination committee. The ballots shall be submitted to the nominations committee by email by the scheduled deadline.

Section 4.

A majority vote of those entitled to vote shall constitute an election. In case of a tie, the choice shall be decided by lot.

Section 5.

Each member in good standing in the Association shall be entitled to vote for the election of officers.

Section 6.

In the event the office of President Elect becomes vacant, the Executive Board will appoint an interim replacement until the next election date. At this time, the office of President would be presented on the ballot.

ARTICLE IX. COMMITTEES

Section 1.

The standing committees of the Association are as follows:

- Bylaws Committee
- Executive Board
- Nominations
- Recruitment Nursing & Allied
- Membership
- Special Projects
- Education
- Marketing and Communications

Section 2.

Standing committees shall be chaired by and composed of volunteers (except the Executive Board) from the membership with approval of the President. If no one volunteers for the chair, the President shall appoint.

Special task forces will be formed as assigned by the President.

ARTICLE X. NOMINATIONS

Section 1.

In the Fall, a nomination form will be provided to each member.

Section 2.

All nominators and nominees must be members of the NCAHCR in good standing. All nominators must get nominees approval prior to nomination.

Section 3.

Prior to ballot distribution, the treasurer will verify the nominee's membership status.

Section 4.

Fall of each year, the outgoing officers shall submit to the membership a ballot listing nominees for each office. The ballot shall include space for nominations that may be made from the floor. Nominees must be contacted and agree to serve before the election.

Section 5.

Election will be held at the Fall/Winter meeting each year.

Section 6.

Election results will be distributed in the minutes of the Fall meeting once the votes are counted by the nominations committee.

ARTICLE XI. GOVERNING RULES

The latest edition of Roberts' Rules of Order shall be used as the official protocol for all members of the NCAHCR.

ARTICLE XII. AMENDMENTS

Section 1.

The Board of Directors will review the Bylaws on a bi-annual basis as needed. All proposed amendments shall be submitted in writing to the Board of Directors.

Section 2.

Bylaws may be amended and voted upon with one month notice at any regular or special meeting by a two-thirds (2/3) majority vote of the membership present and voting.

ARTICLE XIII. ADOPTION OF AMENDMENTS

These Bylaws were adopted by a two-thirds majority vote of the membership of the North Carolina Association of Health Care Recruiters present and voting at a duly called meeting of the Association.

These Bylaws supersede any other Bylaws of the North Carolina Association of Health Care Recruiters.

Approval Date 9/25/09

Secretary Deborah D. Steele

