

1

**PHILADELPHIA AREA ASSOCIATION OF HEALTH CARE RECRUITERS  
BY-LAWS**

ARTICLE I NAME

ARTICLE II AIMS AND PURPOSES

ARTICLE III MEMBERSHIP

ARTICLE IV FISCAL YEAR AND DUES

ARTICLE V ETHICS AND STANDARDS OF  
CONDUCT

ARTICLE VI OFFICERS AND GOVERNING  
BODY

ARTICLE VII DUTIES OF OFFICERS

ARTICLE VIII ELECTIONS

ARTICLE IX MEETINGS

ARTICLE X COMMITTEES

ARTICLE XI NOMINATIONS

ARTICLE XII AMENDMENTS

ARTICLE XIII GOVERNING RULES

2

**BY-LAWS**

ARTICLE I- NAME

Section 1

The name of the Association shall be the Philadelphia Area Association of Health Care Recruiters ( PAAHCR). Referred to as the Association throughout these By-Laws.

ARTICLE II- PURPOSES

The purposes of the organization are to:

Section 1

Promote and exchange sound and ethical principles of Professional Health Care Recruitment.

Section 2

Provide a forum for those professionals engaged in the recruitment of Health Care Professionals for their respective organizations, through which programs can be developed for the promotion of those geographic areas represented by membership, regional recruitment problems can be reviewed and efforts attempted to resolve them.

Section 3

Develop educational programs whereby the effectiveness of Professional Health Care Recruiters may be enhanced and to educate it's members in all aspects of health care recruitment,

Section 4

Initiate various projects and programs that will serve to benefit Health Care Recruiters and their organizations.

ARTICLE III- MEMBERSHIP

Section 1

Classes of membership: There shall be three classes of members in the

association: Active, Associate, and Institutional.

3

## Section 2

Active membership is the only voting category of this association. No personnel placement agencies ( search firms) are eligible for active memberships.

a) Applicants for active membership or renewal thereof must actively be involved in health care recruitment, retention and/ or human resources process and be employed by organizations providing direct healthcare such staffing agencies, HMO's or the military.

b) All active members shall be individuals whose application for membership in the Association has been accepted, whose dues are current, and whose membership is not under revocation for violation of these by-laws.

c) Active membership in the Association shall be based on the personal and professional qualifications as outlined in section 2a, on an individual health facility basis. It is transferable to another individual who works for the same organization if the dues were paid by the organization.

## Section 3

### Associate Membership

Open to those individuals who recruit for educational settings, and for individuals who are interested in supporting the activities of the organization 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 the Association. However, Associate members may be designated to serve on appropriate committees. No individuals associated with personnel placement agencies (search firms), are eligible for associate membership.

## Section 4

### Institutional Membership

Is open to organizations that are interested in supporting the goals of the Association and furthering the development and growth of it. Institutional members are ineligible to vote as a member or to hold any office in the Association. Companies and divisions or companies, whose sole business in placing traveling health care professionals are eligible for institutional membership. No individuals associated with personnel placement agencies (search firms) are eligible for Institutional membership.

4

## Section 5

Application for membership in the Association shall:

a) Include where applicant is currently employed.

b) Be examined and approved by the Membership Committee in accordance with the By-Laws.

c) Be forwarded to the Executive Committee for final determination should there be questions concerning the applicant's qualifications.

d) Any member who changes employment status or employer must notify the membership chairman in writing to assured continued compliance with the By-Laws.

#### Section 6

All members are entitled to:

- a) All correspondence concerning official actions of the Association.
- b) The right to attend all meetings and otherwise participate in the affairs of the Association.

#### Section 7

Membership renewal shall be contingent upon meeting all requirements for membership as outlined in Sections 2, 3, and 4.

#### Section 8

The membership year for members of the Association shall be a period of twelve (12) consecutive months from the date the membership is approved and dues are paid.

### ARTICLE IV- FISCAL YEAR AND DUES

#### Section 1

The fiscal year of this Association shall coincide with the year beginning July 1st and ending June 30th of the next year.

#### Section 2

Annual dues for a full member of the Philadelphia Area Association of Health Care Recruiters shall be recommended by the Executive Committee and approved by the general voting membership.

5

#### Section 3

Dues for the Philadelphia Area Association of Health Care Recruiters shall be paid within 30 days of the beginning of the membership year ( 12 consecutive months). Dues are payable upon acceptance of a member to the organization.

### ARTICLE V- ETHICS AND STANDARDS OF CONDUCT

The Philadelphia Area Association of Health Care Recruiters was founded for the purpose of promoting and exchanging sound ethical principles of professional health care recruitment. In doing so, the members are expected to demonstrate integrity and behavior of highest professional character; therefore, the following will serve as guidelines:

- a) Conduct: The activities of the Philadelphia Area Association of Health Care Recruiters will always be conducted in a professional manner which reflects credit to themselves and the Association. 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 that are derogatory to others.
- b) Advertising: The members will utilize advertising that truthfully exemplifies the characteristics of their organization. Plagiarism is to be avoided, as are references to other agencies.
- c) Exhibit and other Recruiting Activities: The members will conduct their exhibit and other recruiting activities to promote their

organization.

## ARTICLE VI- OFFICERS AND GOVERNING BODY

### Section 1

Elected Officers of the Association will be as follows:

President (1)

Vice President (1)

President Elect (1)

Treasurer (1)

Secretary (1)

Other elected positions are members of the Nominations Committee (3)

6

The terms of office for each position are:

President- 1 year

Vice President- 2 years

President Elect- 1 year

Secretary- 2 years

Treasurer- 2 years

Nominations Committee- 2 years

No officer may succeed themselves more than one full term in office.

Each year of office begins after the June meeting and runs through the June meeting of the following year.

### Section 2

The governing body of the Association shall be the Executive Committee. It shall consist of duly-elected Officers, the immediate past President, ( if he/she still meets membership requirements) the Chairperson of each standing committee, and the NAHCR area Representative. It shall be chaired by the President. The Executive Committee shall manage and direct the affairs of the Association.

### Section 3

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

### Section 4

In the event an office other than the President, Vice-President, and President Elect becomes vacant, the Executive Committee will have authority, with the approval of the membership, to appoint a member to fill the term of the office. If the President vacates office, the Vice-President will fill the vacancy of the President during that position's term. The Vice-President will serve out the term created by the President's vacancy and will then resume the position of Vice-President for his/her remaining term, if any. In the event of a vacancy in the Vice-President of President-Elect position, a special election may be held to fill this office as determined by a vote of the membership.

In the event that all three top executive positions are vacated (President, Vice- President, and President Elect) a special election will be held to determine:

- a) The candidate to fill each position, and
- b) The length of term of the newly elected candidates.

## ARTICLE VII- DUTIES OF THE OFFICERS

### Section 1

The President shall:

- a) Serve as Chairperson of the Executive Committee.
- 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 a representative of the Association at meetings of other organizations concerned with Professional Recruiting.
- f) Perform other Executive functions as required.
- g) Must be a member of the Philadelphia Area Association of Health Care Recruiters for three years.
- h) Must be a member of N.A.H.C.R

### Section 2

The Vice-President shall:

- a) Assume the duties of the President in the absence of the President.
- b) Assume the office of President in the event the President is unable to fill the term of office.
- c) Sign checks in the absence of the President and Treasurer.

### Section 3

The President Elect shall:

- a) Be responsible for the standing committees.
- b) Assume the office of President at the end of the President's term of office.
- c) Must be a member of N.A.H.C.R

### Section 4

The Treasurer shall:

- a) Have the responsibility to 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 Committee.
- c) Prepare a report for the Executive Committee 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) Assume responsibility for the Membership Committee.
- f) Keep an accurate list of names and addresses of all members of this Association.

### Section 5

The Secretary shall:

- a) Take, preserve and distribute the minutes of all meetings of the Association.
- b) Conduct the general correspondence of the Association.
- c) Send notices of the time and place of all meetings.
- d) Preserve all papers, letters and transactions of the Association.

e) Deliver to the newly-elected Secretary before the end of the fiscal year all Association properties held in possession.

f) Assume duties as designated in these By-Laws or by the President.

#### Section 6

The immediate past President shall:

a) Serve on the Executive Committee if still employed as a Health Care Recruiter and meets all membership requirements.

### ARTICLE VIII- ELECTIONS

#### Section 1

Nominations shall be by the procedure outlined in Article IX.

#### Section 2

Members of the Nominations Committee will be elected to serve two years. No officer shall be eligible to serve on the Nominating Committee. Nominations for members of this committee will be held at the April meeting. Nominees will be contacted by the outgoing Nominating Committee Chairperson to determine willingness to run. Election will be by secret ballot.

#### Section 3

Every year, an election will be held to fill vacancies resulting from the fulfillment of the term of office for specific position. In the event of a vacancy in an executive office prior to the completion of the term, please refer to Article VI, Section 4.

#### Section 4

Election of officers shall be at the June meeting for regular elections and will be held by secret ballot.

#### Section 5

A majority vote of those entitled to vote shall constitute the election. In case of tie, the choice shall be decided by lot. 9

#### Section 6

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

a. Ammendment to Article VIII, Section 6

Pilot - July 1, 2003 - June 30, 2004

On March 11, 2003, a proposal was made at the monthly Philadelphia Area Health Care Recruiters meeting to change the by-laws regarding what members are eligible to vote in the annual elections held each June. The proposed change was as follows: in addition to the requirement that a member must have an "active" status, as defined in the by-laws, that member must also attend three (3) meetings a year, not counting the December and June meetings, in order to vote. On May 13, 2003, the proposed change was again brought to the members at the monthly meeting. A vote was taken, in accordance with the by-laws, and the proposed change was passed. The pilot for this change will be in effect from July 1, 2003 to June 30, 2004.

## Section 7

Members may vote for persons other than those whose names appear on the ballot by writing in the names of qualified candidates who consented to serve if elected.

## Section 8

Absentee ballots shall be made available to members holding voting privileges, upon written request to the Chairperson of the Nominating Committee. The ballots must be returned and postmarked no later than two (2) weeks prior to the election date for consideration.

## ARTICLE IX- MEETINGS

### Section 1

Regular meetings of the Association are held monthly: Announcements of meetings are sent to members by the Secretary, special meetings may be called for discussion of timely subjects.

### Section 2

A quorum shall be present to conduct any business of the Association. A quorum shall be defined as 20% of the voting membership.

## ARTICLE X- COMMITTEES

### Section 1

The standing committees of the Association are as follows:

Nominations

Program/Education

Public Affairs

Membership

### Section 2

Standing Committees shall be chaired by and composed of volunteers from the membership with the approval of the President. If no one volunteers to chair, the President shall appoint.

Special Task Force will be formed as assigned by the President.

10

## ARTICLE XI- NOMINATIONS

### Section 1

In April of each year, the Nominations Committee will send to the membership the names of officers presently serving, their role, responsibilities and terms of office and whose terms of office will expire at the end of the current year, together with the names of the Nominations Committee members. The Nominations Committee will request from the membership the names of nominees who would be willing to serve as an officer and who meet membership qualifications. Members submitting names for nomination will obtain the consent to serve from the nominee prior to placing the name in nomination.

Nominations will be submitted to the Nominations Committee at a date so specified by the Nominations Committee.

### Section 2

The Nominations Committee shall present in writing, to the Executive

Committee for approval, the names of all nominees submitted from the membership as well as the names of other qualified members who are willing to serve. After the Executive Committee has approved the slate, the Chairperson of the Nominations Committee will prepare a ballot to be sent to the membership listing at least (1) nominee for each office. The ballot shall include space for write-in votes.

## ARTICLE XII- AMENDMENTS

### Section 1

All proposed amendments shall be submitting in writing to the By-Laws committee. If approved by the Executive Committee, the proposed amendments shall be appended to the call for the meeting: by the Secretary.

### Section 2

These By-Laws may be amended and voted upon with one month previous notice at any regular or special meeting by a majority vote of the membership present and voting.

### Section 3

A Minimum of 20 voting members must be present with 2/3 majority vote.

### Section 4

The Association by approval of the majority of the membership present at a regularly scheduled meeting, may initiate changes in procedure on a

11 pilot basis. The pilot must include a purpose and an evaluation period with an ending date not to exceed one year. At the end of the pilot, the changes must either be incorporated into the By-Laws as specified or cease.

## ARTICLE XIII- GOVERNING RULES

### Section 1

Robert's Rules of Order shall be used as the official governing protocol for all meetings of the Philadelphia Area Association of Health Care Recruiters.

Adopted November 1979

Amended December 1979

Amended May 1982

Revised June 1985

Amended April 1987

Amended February 1988

Amended June 1989

Amended April 1992

Amended November 1996

Amended April 1999