

**BY-LAWS OF THE ALABAMA SOCIETY  
FOR HEALTHCARE CONSUMER ADVOCACY**

**ARTICLE 1 – NAME**

- A. This Society shall be known as the Alabama Society for Healthcare Consumer Advocacy (ASHCA)
- B. The ASHCA is the state chapter of the Society for Healthcare Consumer Advocacy (SHCA), who has an affiliation with the American Hospital Association.

**ARTICLE II – PURPOSE**

The purpose of the society shall be to provide an organized structure that advances and develops effective healthcare consumer advocacy by:

- A. Encouraging and assisting members to develop their knowledge and increase their competence;
- B. Providing a medium for educational programs and activities and the interchange of ideas;
- C. Encouraging the development of such programs in health care institutions and agencies;
- D. Disseminating information on such programs in health care institutions and agencies;
- E. Serving as a resource on appropriate issues.

**ARTICLE III – MEMBERSHIP**

The officers and at least 1/3 of the voting active members of the ASHCA shall also be members of the SHCA.

- A. Member  
An individual who is employed by a healthcare institution to provide advocacy for patients and consumers of health care services.
- B. Associate
  - 1. An individual who functions as a consultant in the field of healthcare consumer advocacy.
  - 2. An individual who is employed by a healthcare institution to provide advocacy for patients and consumers of healthcare services who resides outside of the state of Alabama.

3. An individual who is interested in furthering the goals of healthcare consumer advocacy and the ASHCA.
  4. An individual who has retired from active employment in healthcare consumer advocacy.
  5. An individual who is a student in a field related to healthcare consumer advocacy.
- C. Active members must reside in the State of Alabama.
  - D. Candidates for membership must be eligible for membership in the SHCA.
  - E. Transfer/Termination of Membership:  
Membership in the ASHCA is personal and shall not be transferred to another individual. A member may file his/her resignation from the ASHCA at any time in writing to the officers.
  - F. Changes in Membership Eligibility:  
An individual must advise the advisory board in writing of changes in responsibilities that may affect his/her membership classification.

## **ARTICLE IV – DUES**

### **Section 1 – Amount of Dues:**

- A. The annual amount of dues for membership in the ASHCA shall be \$40.00
- B. The annual amount of dues for an associate in the ASHCA shall be \$20.00.
- C. The officers may recommend a change in the minimum annual dues of the ASHCA. Such a recommendation shall be approved by a 2/3 majority of voting members present at the next regular meeting.
- D. Guests may attend one ASHCA meeting free of charge prior to joining the society. Any additional visits prior to joining will cost \$20.00 per meeting.

### **Section 2 – Ownership of Dues:**

In the event the ASHCA terminates its affiliation agreement with the SHCA, the remaining funds of the ASHCA shall be paid to the SHCA.

In the event a membership is terminated, no portion of the dues paid by any member shall be refunded.

Section 3 – Delinquent Dues:

Membership in the ASHCA shall be terminated for failure to pay dues within 45 days of the date on which they are due.

Section 4 – The Fiscal Year:

The fiscal year shall be the Calendar Year.

**ARTICLE V – MEETINGS**

Section 1 – Regular Meetings:

The ASHCA shall meet a minimum of 3 times per year. The last business meeting of the calendar year shall include the election of officers.

Section 2 – Special Meetings:

Special Meetings may be called by the President of the ASHCA.

Section 3 – Notice of Meeting:

The President or designee of the ASHCA shall notify membership of regular meetings at least 30 days prior to the meeting.

Section 4 – Voting and Quorum:

- A. Only members as defined in Article III shall be eligible to vote.
- B. Associate members are not eligible to vote.
- C. All members (See Article III) present at regular or special meetings are entitled to one vote.
- D. No quorum is required.
- E. Voting results shall be determined by a simple majority of the voting members present.

Section 5 – Orders of Meeting:

The ASHCA shall adopt regulations conducting meetings, which shall be in accord with Robert's Rules of Order, current edition, when the latter are not in conflict with the Bylaws of the ASHCA.

## **ARTICLE VI – OFFICERS**

### **Section 1 – Eligibility**

Members (See Article III) of the ASHCA having attended at least one regular meeting during the previous 18 months, shall be eligible for elective office in the ASHCA.

### **Section 2 – Officers**

The designated officers shall be president, president-elect, secretary, and treasurer.

### **Section 3 – Terms**

The officers shall be elected for a term of one calendar year. All terms shall commence January 1<sup>st</sup> of the next year, and end December 31<sup>st</sup> of said year. The president-elect shall; take office as president at the end of his/her term as president-elect.

### **Section 4 – Election**

The past President shall serve as the Nominations Chairperson, and shall solicit officer nominations for president-elect, secretary, and treasurer from the membership (See Article VII, Section 1A). A nomination ballot will be sent to ASHCA members at least 30 days prior to the regular meeting. Each member receiving one or more votes is considered nominated. The Nominations Chairperson will notify those members nominated to secure their acceptance of the nomination(s). Those members who accept the nomination(s) will be included on the electing ballot. In addition, nominations from the floor can be accepted.

Election of officers shall take place by ballot. An election ballot will be sent to all ASHCA members (Article III Section A) prior to the fall meeting by the Nominations Chairperson. Those members unable to attend the regular meeting will be eligible for absentee vote prior to the meeting. Members attending the regular meeting will complete their ballots at the time designated by the presiding officer during the meeting. The Nominations Chairperson will secure a system that allows for one cast ballot per member. Prior to the election at the annual meeting, the presiding officer will appoint a teller to assist the Nominations Chairperson in the ballot count.

### **Section 5 – Vacancies:**

In the event that the president-elect is unable to accede to the presidency for any reason, a president shall be elected for a term of one year to begin January 1<sup>st</sup>. If any elected office other than that of the president is vacated, potential candidates shall be recommended to the Advisory Board by the Committee on Nominations. The Advisory Board will appoint a person from the membership to serve the remaining portion of the un-expired term of that office.

#### Section 6 – Powers:

- A. President
  - 1. The President shall plan, conduct, and preside over all proceedings of the ASHCA. He/She shall, with the approval of the Advisory Board, appoint any standing and special committees, and designate the chairperson of each committee.
  - 2. The President shall be an ex-officio member of all committees, except the nominating committee, and shall attend to all usual duties pertaining to the office.
  - 3. The President may authorize expenditures on behalf of the Advisory Board.
- B. President-Elect
  - 1. The president-elect, in the absences or incapacity of the president, shall perform the duties of the president subject to the provisions of these Bylaws.
  - 2. The president-elect shall be responsible for the development of new membership.
- C. Nominations Chairperson
  - 1. The past president will serve as the Nominations Chairperson.
  - 2. The past president will serve on the Advisory Board.
- D. Secretary
  - 1. The secretary shall record accurate minutes of each regularly scheduled and special meetings of the ASHCA and meetings of the Advisory Board.
  - 2. He/She shall maintain all records of the ASHCA.
- E. Treasury
  - 1. The treasurer shall be responsible for all financial affairs of the ASHCA in accordance with the authorization of the officers.

2. The treasurer shall provide a financial report to the Advisory Committee upon request, and to the membership at regular meetings of the ASHCA.

#### Section 7 – Advisory Board:

- A. Composition
  1. The Advisory Board shall be composed of the current officers, the immediate past president and committee chairpersons.
- B. Responsibilities
  1. The Advisory Board shall have the responsibility to develop, and plan objectives and purposes for the ASHCA.
  2. The Advisory Board shall establish standing and ad hoc committees.
  3. The Advisory Board shall establish the date, location, format and program content of the meetings of the ASHCA.
  4. The Advisory Board shall have the responsibility to appoint persons from the membership to fill vacancies that occur as a result of an officer becoming unable to perform his/her duties for the remaining portion of their un-expired term.
  5. All resolutions or recommendations pertaining to the expenditure of moneys shall be approved by the Advisory Board or the President on behalf of the Advisory Board (See Article VI, Section 6).
  6. The actions of the Advisory Board shall be in conformity with the By-laws of the ASHCA.

### **ARTICLE VII – COMMITTEES**

- A. There shall be a Committee on Nominations, Special committees may be appointed by the President as needed, and with the approval of the Advisory Board.

#### Section 1 – Committee Nominations:

- A. Composition – The Committee on Nominations shall consist of the immediate past president who shall serve as chairperson, and two members appointed by the Advisory Board for the calendar year. Members of the committee may not be nominated for office.
- B. Duties – See Article VI, Section 4.

### **ARTICLE VIII – COMPLIANCE WITH REQUIREMENTS FOR AFFILIATION**

- A. The President shall be a member of the SHCA.
  - 1. The President's annual SHCA dues shall be paid by the ASHCA.
- B. The affiliation agreement may be terminated by either ASHCA or the Alabama Hospital Association (ALAHA) upon 90 days notice in writing,

#### **ARTICLE IX – AMENDMENTS**

These Bylaws may be amended upon recommendations by the Advisory Board, and a 2/3's vote of the members present, at the next regular meeting. Notice of the proposed amendments shall be sent to all members not less than 30 days prior to the meeting.