

**Bylaws, Rules and Regulations of the Alabama Society for Healthcare
Materiel Management of the Alabama Hospital Association**

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ARTICLE I – NAME

The name of the organization shall be the Alabama Society for Healthcare Materiel Management of the Alabama Hospital Association.

ARTICLE II – OBJECTIVES

The objective of the society shall be to:

- A. Bring about close cooperation among Healthcare purchasing and materiel managers in order to promote efficiency in procurement and distribution systems.
- B. Cooperate with hospitals, related Healthcare Agencies, allied associations and business in enhancing standardization and simplification in matters pertaining to purchasing and materiel management.
- C. Encourage and assist members to develop their knowledge and increase their effectiveness in purchasing and materiel management.
- D. Provide a medium for the interchange of ideas and dissemination of information relative to purchasing and materiel management.

The society is organized exclusively for charitable, scientific, and educational purposes as a not-for-profit association. It shall be conducted so that no part of its income or earnings will inure to the benefit of any member, director, officer or other individual. Upon dissolution, the assets shall be distributed to an organization enjoying an exempt status under 501 (c) (3) of the Internal Revenue Code or successor statutory authority.

ARTICLE III – POWERS

The society may recommend to the Board of Trustees of the Alabama Hospital Association, policies within the areas of its interest. It may also recommend programs and activities to be undertaken by the Association. It may review and comment upon policies related to its area of interest that are proposed by other bodies within the Association structure. Recommendations and comments may be forwarded to the appropriate council of the Association by vote of the Executive Committee of the society or by a two-thirds vote of the members present and voting at an authorized meeting. Society statements shall be issued through the regular channels of the Association.

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ARTICLE IV – MEMBERSHIP

Section I. Eligibility

- A. **Active Membership.** Individuals eligible for active membership in the society shall be those who are either directly or administratively involved in the field of Alabama Healthcare purchasing or materiel management.
- B. **Lifetime Membership:** Individuals who have retained active membership for ten years preceding retirement are eligible for lifetime membership without a dues requirement. Individuals with less than ten years in membership prior to retirement qualify, but with a fifty percent (50%) dues requirement. Lifetime members shall have no voting privileges and shall not be eligible to hold office.

Section 2. Transfer of Membership

Membership in the society shall not be transferable to another person. A member who changes his institutional affiliation shall retain his membership during the full term for which dues have been paid.

Section 3. Resignation

Any member may resign at any time, but such resignation shall not become effective until accepted by the society president of the Alabama Society for Healthcare Materiel Management.

Section 4. Suspension and Expulsion

Any member whose conduct shall be detrimental to the best interest of the society, or who shall willfully violate its bylaws, rules or regulations, or who fails to pay his dues, may be suspended or expelled by action of the board of directors, after affording the member an opportunity for a hearing before the board of directors.

ARTICLE V – MEETINGS

Section 1. Annual Meeting

An annual meeting for the transaction of the affairs of the society shall be held in conjunction with the annual conference on purchasing and materiel management, as specified by the Executive Committee. The society president shall announce the annual meeting and program to members of the society at least 60 days prior to the meeting. Publication of the said announcement shall constitute notification to the membership. The society encourages the attendance and participation of society members and associate members at the annual meeting. The society president is responsible for conducting the annual meeting. The installation of officers and directors shall take place at the annual meeting.

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Section 2. General Education Meeting

An in-depth education meeting will be held in the fall of each year unless the time is changed by the Executive Committee or a two-thirds vote of members at an official society meeting. The Executive Committee will schedule the education sessions on current pertinent topics related to the materiel management field.

Section 3. Meetings of the Executive Committee

The Executive Committee of the society shall meet not less than once a year, upon receipt of formal notice from the society president. Special called meetings will be held upon request of any of the Executive Committee upon approval of the president and shall be held prior to the general membership meeting.

ARTICLE VI – OFFICERS AND EXECUTIVE COMMITTEE

Section 1. Eligibility

Each elected officer or director of the society shall be an active member of the Alabama Society for Healthcare Materiel Management.

Section 2. Officers and Committee Members

The officers shall be a president, a president-elect, and a secretary/treasurer. These three officers and the immediate past president shall constitute the Executive Committee.

Section 3. Election

The election of president-elect and secretary/treasurer shall be conducted by mail. A ballot listing the names of eligible candidates, named by the state nominating committee as specified in Article VIII, Section D, shall be mailed to each member of the society not later than two months prior to the annual meeting. All society members may vote for one candidate for each office. The ballot shall be returned to the society director, and no ballot shall be valid if postmarked later than 30 days prior to the annual meeting. The vote shall be tabulated by the society coordinator and reported to the president. The results of the election shall be announced at the annual meeting.

Section 4. Term

The president-elect and secretary/treasurer shall assume office at the annual meeting, and shall serve for the succeeding year.

Section 5. Duties of the President

The president shall be the chief executive officer of the society. The president shall preside at all meetings of the society and serve as chairman of the Executive Committee. It shall be the president's duty to supervise the activities of the society. At the annual meeting, a report noting the membership roster, activities, accomplishments, and goals of the society, which shall be kept

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in the permanent files of the society, shall be made by the president. The president shall perform other duties as authorized by the Executive Committee. The president may not succeed himself.

Section 6. Duties of the President-elect

The president-elect shall, in the absence of or due to the incapacity of the president, perform all duties and assume all responsibilities of the president. The president-elect shall be responsible for coordination of the program of the annual meeting in conjunction with the President.

Section 7. Duties of the Secretary/Treasurer

The secretary/treasurer shall be responsible for the minutes of the regular meetings of the society. The minutes will be read at the next society meeting and distributed to all members at that meeting and for maintenance of the permanent record. The secretary/treasurer shall be responsible for all dues and other monies received by the society and make routine reports to the membership concerning receipts and disbursements. The secretary/treasurer shall also maintain a record of any property owned by the society and ensure that the property is being used for the purpose for which it was obtained or donated.

Section 8. Duties of the Executive Committee

The Executive Committee shall have authority to make policy decisions for the society; to review and recommend the society's annual budget; to establish rules and procedures for the Executive Committee and for the society; and, to approve, modify or disapprove reports, resolutions or actions of officers or committees of the society. Policy decisions and other administrative actions proposed by the Executive Committee may be voted upon by the members via electronic survey.

Section 9. Vacancies

The president shall fill any vacancies by appointment.

In the event the president shall be unable to fulfill tenure of the office, the president-elect shall act as president until the next annual meeting, at which time he shall assume the presidency.

When an officer leaves the field of healthcare purchasing or materiel management or resigns his appointed or elected office, his unexpired term of office shall be filled by appointment by the president.

ARTICLE VII – COMMITTEES

Section 1. Nominating Committee

- (1) There shall be a state nominating committee, composed of three members. Members of the nominating committee shall be appointed by the president of the society. Members of the nominating committee must hold active membership in the society. Nominating committee members shall serve a term of one year. A chairman of the nominating committee shall be appointed by the president of the society.

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- (2) It shall be the duty of the nominating committee to nominate at least two but not more than three candidates for election as an officer and submit its nominations to the society president no later than two months prior to the annual meeting of each year.
- (3) The nominating committee shall conduct their business by mail, electronic communication or telephone.

Section 2. Other Committees

Special committees may be appointed by the president for special projects. The term of office for members of such committees shall be 12 months, and at the end of this term, the committee shall be automatically discharged unless otherwise directed and authorized by the Executive Committee.

Special committees shall prepare written recommendations to be submitted by the society director to the president of the society upon completion of the project.

ARTICLE VIII – DUES

Section 1. Rate of Dues

Minimum annual dues of the society shall be established by the society members of the Alabama Society for Healthcare Materiel Management. Additional dues as recommended by means of a majority vote of the Executive Committee of the society may be charged each member. All dues shall be paid directly to the membership coordinator at AlaHA, who shall deposit the funds to the society checking account. No portion of the dues paid by any member shall be refundable because his membership is terminated for any reason. Any funds or property that may be donated to further the work or programs of the society shall become the property of the society, but shall be used for the purpose designated by the donor.

Section 2. Dues Delinquency

The membership of a member who has not paid his annual dues by the annual meeting of each year shall be terminated, providing a prior notification of such delinquency has been sent to such member.

ARTICLE IX – AMENDMENTS

These bylaws may be altered, amended, or repealed by a two-thirds vote of the membership at a regular meeting or at a special meeting of the membership called for this purpose. Notice of proposed changes shall be sent all members of the society at least two weeks in advance of the meeting. Proposed changes shall become effective immediately upon approval by the membership.