

Starting an Affiliated Organization

The Alabama Hospital Association (AlaHA) has maintained strong relationships with many health care industry stakeholder organizations and welcomes other organizations that wish to affiliate. If you are involved with an in-state group where members share common interests and believe a statewide organization would enhance professional development, the steps below detail the process for starting an organization and affiliating with the Alabama Hospital Association.

Steps to follow in forming an organization and affiliating:

1. Schedule an initial meeting and invite professionals statewide. AlaHA staff will assist you in hosting this meeting by providing a location, mailing labels, and templates for development of bylaws, membership brochures, etc.
2. If there is a similar organization that is currently a member of the Alabama Hospital Association, you must obtain permission from the president of the organization and from the Alabama Hospital Association before proceeding.
3. At the initial meeting, the following items should be addressed:
 - The level of interest in such an organization.
 - Primary mission/goals of the organization.
 - Who would be eligible for membership.
 - Bylaws, dues and officers – Some groups develop sample documents to present at this meeting. Others appoint a subcommittee to develop these items and distribute at a second meeting. Please note, the bylaws cannot be in conflict with those of the Alabama Hospital Association.
 - The level of AlaHA staff support (see basic and expanded benefit options)
4. Once your organization finalizes the bylaws, officers and initial membership list, these items must be presented to the AlaHA Board of Trustees for affiliation consideration. Please note, the following items must be submitted:
 - A roster with a minimum of 25 people committed to supporting and joining the organization.
 - A slate of officers.
 - Copy of organization's bylaws.
5. Following approval by the Alabama Hospital Association Board, the organization would invoice its members for individual dues. Once this process has started, the affiliated organization would submit its affiliation dues to AlaHA.