

BYLAWS

EAST CENTRAL DISTRICT OF MICHIGAN ASSOCIATION OF HEALTHCARE ADVOCATES

ARTICLE I – NAME

This organization shall be known as the East Central District of Michigan Association of Healthcare Advocates, hereinafter referred to as ECD-MAHA.

ARTICLE II – PURPOSE

The purpose of this organization is to provide support to the Michigan Health and Hospital Association and the Michigan Association of Healthcare Advocates and to sponsor educational meetings for the exchange of information, encourage the involvement of members and to train leadership.

ARTICLE III – MEMBERSHIP

Section 1. Membership in ECD-MAHA shall be granted to those member organizations in hospitals who are duly accredited members of the Michigan Health and Hospital Association.

Section 2. Admission
Membership shall become effective upon payment of ECD-MAHA dues for one year accompanied by a signed membership application.

a. Membership applications received after December 31 shall pay one-half (1/2) of the annual dues, which shall extend the membership through June 30 of the current year.

b. All applicants shall be notified in writing of the action taken On their application for membership.

Section 3. Members in Good Standing

Members in good standing, as long as they uphold the agreement stated in the application for membership, renew their dues each year and comply with Section 1 of this Article.

Section 4. Resignation

A written notice of resignation must be filed with the ECD-MAHA Secretary. The resignation shall become effective as of the date on which it was filed.

BYLAWS

EAST CENTRAL DISTRICT OF MICHIGAN ASSOCIATION OF HEALTHCARE ADVOCATES

Section 5. Forfeiture

Membership is forfeited if dues are not paid by February 1.

Section 6. Termination

Any auxiliary whose hospital loses its membership in the Michigan Health and Hospital Association cannot continue as a member of the ECD-MAHA.

Section 7. Reinstatement

a. In the event that a hospital meets the requirements and again becomes a member of the Michigan Health and Hospital Association, the member organization may present a request to the Board of Directors of ECD-MAHA for reinstatement.

b. A member organization whose membership has been dropped because of the non-payment of dues may apply to the Board of Directors for reinstatement, providing payment of current dues is made.

ARTICLE IV – DUES

Section 1. The Annual Dues shall be determined by a recommendation from the Board of Directors for membership approval at an ECD-MAHA Meeting.

Section 2. Dues Payment

a. Dues shall be paid by November 1 to the ECD-MAHA Treasurer. Dues not received by February 1, shall be considered delinquent and shall result in the forfeiture of ECD-MAHA membership.

b. Dues income shall be applied toward the general operation Of ECD-MAHA.

Section 3. Fiscal Year

The ECD-MAHA fiscal year shall be July 1 through June 30.

BYLAWS
EAST CENTRAL DISTRICT OF MICHIGAN ASSOCIATION OF
HEALTHCARE ADVOCATES

ARTICLE V – MEETINGS

- Section 1. The ECD-MAHA shall hold a minimum of two meetings per year, including the Annual Meeting. A Board meeting shall be held immediately following all ECD meetings.
- Section 2. Dates for the Fall and Annual Meeting shall be approved by the President of MAHA.
- Section 3. The Fall Meeting will be held in September.
- Section 4. The Annual Meeting shall be held in May to elect officers, and conduct such other business as may properly come before the meeting.
- Section 5. The Installation of Officers shall be at the Annual ECD-MAHA Meeting.
- Section 6. Special Meetings of the ECD-MAHA membership may be called by the President or by any three members of the Board of Directors provided a seven (7) day notice is sent to the membership. The business of the meeting shall be stated in the call and no other business shall be transacted. The ECD-MAHA President shall be notified.
- Section 7. A Quorum for a meeting shall be a majority of the member Organizations present.
- Section 8. Registered Delegates
- a) One (1) delegate for each member organization in good standing.
 - b) Delegates shall be member organization presidents or their designated alternates.
 - c) Each member of the Board of Directors shall be a delegate.
 - d) Only the vote of the registered delegates present and voting shall be counted. No proxy or mail votes shall be considered.

BYLAWS
EAST CENTRAL DISTRICT OF MICHIGAN ASSOCIATION OF
HEALTHCARE ADVOCATES

ARTICLE VI – OFFICERS AND TERM OF OFFICE

Section 1. The officers shall be:

- a. President
- b. President-Elect and Legislation Representative
- c. Vice President, Historian and Public Relations
- d. Vice President, Membership
- e. Secretary
- f. Treasurer
- g. Counselor

Section 2. The officers shall be elected from the active membership of ECDMAHA at the Annual ECD-MAHA Meeting.

Section 3. Qualification for Office

A candidate for any East Central Board position shall be a member of ECD-MAHA in good standing.

Section 4. Term of Office

- a. The President and President-Elect shall continue in the office to which they were elected for only one term. The President. The President automatically succeeds as Counselor and Nominating Chair.
- b. All other officers shall serve no more than two (2) consecutive terms in the same office.

Section 5 All Officers shall assume their duties at the close of the MAHA Annual Meeting.

Section 6. Vacancy in Office

- a. Vacancy in the Office of President shall be filled by the President-Elect for the remainder of the term, as well as serving the succeeding term as President.
- b. Vacancy in the Office of President-Elect shall be filled by the

**BYLAWS
EAST CENTRAL DISTRICT OF MICHIGAN ASSOCIATION OF
HEALTHCARE ADVOCATES**

Nominating Committee. The Nominating Committee will present a candidate from the existing Board to serve as interim President-Elect. If any Vice-President does not choose, or is unable to move up, a successor can be nominated and elected from any ECD member in good standing. (Bylaws, Article III, Sec. 3). The Board of Directors will elect this candidate to serve for the remainder of the term. The membership shall elect the President and President-Elect at the next Annual Meeting.

- c. Should a vacancy occur in the Office of President and President-Elect simultaneously, a special meeting of the membership shall be called by the Nominating Committee to fill the vacancies.
- d. Vacancy in any other office shall be filled by the Board.
- e. Nine (9) months or more shall be considered as having served a full term in determining the eligibility of an elected officer to serve longer.

Section 7. Duties of Officers

Officers shall perform duties pertaining to their office and as prescribed in the Bylaws and ECD-MAHA Policy and Procedure Manual.

ARTICLE VII – NOMINATING COMMITTEE – VOTING

Section 1. Nomination and Election of the Nominating Committee

- a. The Nominating Committee shall consist of five (5) persons. The Counselor, as Chairman; Vice-President Historian and Public Relations; Vice President Membership and two (2) members appointed by the President from the general membership at the Annual Meeting.
- b. The chairman of the committee on nominations shall be the Counselor, if able to serve, if not, then the committee shall elect its own chairman. The President shall then appoint another board member as a replacement, with approval of the Board.

**BYLAWS
EAST CENTRAL DISTRICT OF MICHIGAN ASSOCIATION OF
HEALTHCARE ADVOCATES**

Section 2. Duties of the Nominating Committee

- a. They shall select one candidate for each elected office to be filled, with the exception of the two nominees for the Nominating Committee.
- b. No name shall be placed in nomination without the written consent of the nominee placed on file with the ECD-MAHA for each term.
- c. Additional nominations may be made by a petition of three (3) member organizations of ECD-MAHA with written consent of the nominee and willingness to serve, submitted to the nominating chairman at least thirty (30) days prior to the Annual Meeting.
- d. No further nominations may be made.

Section 3. Voting and Elections

- a. The officers shall be elected at the annual meeting by a majority of the authorized delegates present and voting. No proxy or mail votes shall be considered.
- b. If there is only one nominee for an office, the vote shall be by voice. If there is more than one nominee for an office, the vote shall be by ballot for that office only.

ARTICLE VIII – BOARD OF DIRECTORS

Section 1. The Board of Directors shall consist of the elected officers.

Section 2. Board Meetings

- a. Regular board meetings shall be held a minimum of three times per year.
- b. Special board meetings may be called by the President or shall be called upon written request of three (3) board members. A seven (7) day notice shall be given and the purpose of the meeting shall be stated in the call; no other business shall be transacted. The President shall be

**BYLAWS
EAST CENTRAL DISTRICT OF MICHIGAN ASSOCIATION OF
HEALTHCARE ADVOCATES**

notified.

Section 3. Quorum – A majority of the elected officers shall constitute a quorum at the ECD-MAHA Board Meetings.

Section 4. Duties of the Board of Directors shall be:

- a. Conduct all business of ECD-MAHA between meetings.
- b. Perform duties prescribed in the Policy and Procedure Manual.
- c. Authorize special committees as deemed necessary.
- d. Fill vacancies of all offices except the Office of President and President-Elect.
- e. Approve the appointments made by the President to fill vacancies occurring on the nominating committee.
- f. Review and make changes in the Policy and Procedure Manual as deemed necessary.
- g. Review and offer amendments to the Bylaws.
- h. Review amount of dues required from member organizations to meet budget requirements and offer recommendations for membership approval at an ECD-MAHA Meeting.
- i. Approve the budget and financial policy.
- j. Vote by mail/e-mail when necessary.

ARTICLE IX – PARLIAMENTARY AUTHORITY

Section 1. Robert's Rules of Order-Newly Revised shall govern ECD-MAHA in all proceedings not provided for in these Bylaws.

Section 2. A parliamentarian may be appointed by the President. A voting member may retain the privilege to vote while serving as parliamentarian.

**BYLAWS
EAST CENTRAL DISTRICT OF MICHIGAN ASSOCIATION OF
HEALTHCARE ADVOCATES**

ARTICLE X – METHOD OF AMENDMENT

- Section 1. The Board of Directors may originate revisions and amendments to the Bylaws.
- Section 2. These Bylaws may be amended by a two-thirds vote, of those present and voting, at a meeting of ECD-MAHA, provided the amendments are published prior to the meeting when the vote is to be taken.
- Section 3. Member organizations in good standing may propose amendments to the Bylaws provided the amendment is in writing, signed by the proposer and three (3) other member organizations and sent to the Board of Directors.
- Section 4. The proposed revision shall be mailed to the membership at least 30 days prior to being acted upon.

ARTICLE XI – DISSOLUTION

- Section 1. In the event of dissolution of ECD-MAHA, after all just claims are paid; remaining funds shall be equally distributed among member organizations in good standing.

Revised July 2005
Reviewed & sustained March 2009
Reviewed & sustained May 19, 2011
Reviewed & sustained July 31, 2014