

UPPER PENINSULA DISTRICT
OF THE
MICHIGAN ASSOCIATION OF
HEALTHCARE ADVOCATES
BYLAWS

Revised: 2013

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ARTICLE I: NAME

This organization shall be known as the Upper Peninsula District of the Michigan Association of Healthcare Advocates.

ARTICLE II: PURPOSE

- Section 1. To provide support to the Michigan Health and Hospital Association and the Michigan Association of Healthcare Advocates.
- Section 2. To provide service to the Upper Peninsula District of the Michigan Association of Healthcare Advocates.
- Section 3. To coordinate the activities of its member auxiliaries to the mutual benefit of all.
- Section 4. To assist in the organization of new auxiliaries.
- Section 5. To encourage the development of its member auxiliaries by training new leaders, communication ideas and involving all members.
- Section 6. To foster and develop programs of assistance to hospitals for the improvement of patient care.

ARTICLE III: MEMBERSHIP

- Section 1. Geographical limits of the District: Membership in this organization shall be available to hospital auxiliaries located within the geographical region defined by the Michigan Health and Hospital Association as its Upper Peninsula District. This includes all the counties in the Upper Peninsula.
- Section 2. Eligibility for Membership:
 - A. Only those auxiliaries of hospitals which are duly accredited institutional members of the Michigan Health and Hospital Association shall be eligible for membership in the District. Membership will be lost after one year if not paid based on the November 1st dues date subject to vote by the Executive Committee.
 - B. All auxiliary memberships are continuing as long as they comply with the Bylaws of the District and pay annual dues within the stated time.
 - C. Only members in good standing shall have the right to vote and hold office in the District and they must hold membership in a local auxiliary.

Section 3. Loss of Membership

- A. An auxiliary whose hospital loses its membership in the Michigan Health and Hospital Association may no longer continue as a member of this District.
- B. An auxiliary loses its membership in the District by non-payment of dues or resignation. Membership will be lost after one year if not paid based on the November 1st due date subject to vote by Executive Committee.
- C. A written notice of resignation must be filed with the District Secretary. The resignation shall become effective as of the date on which it was filed.

Section 4. Reinstatement of Membership:

- A. In the event that said hospital again meets the requirements and becomes a member of the Michigan Health and Hospital Association, the auxiliary may present a request of reinstatement in the District with the Membership Chairman who, in turn, shall submit it and be subject to vote by the Executive Committee.
- B. An auxiliary whose membership has been dropped because of non-payment of dues may apply to the Executive Committee for reinstatement providing payment of current dues is made.

Section 5. Authorized Voting Delegates:

- A. Each member auxiliary shall be entitled to two (2) voting delegates to all District meetings. One delegate shall be the President or a duly appointed representative.
- B. Each member of the District's Executive Committee shall be entitled to one (1) vote.
- C. Each delegate shall have one (1) vote, but no delegate shall have more than one (1) vote by virtue of any dual capacity.
- D. Each member auxiliary is encouraged to send as many non-voting delegates as possible to all District meetings.

ARTICLE IV: DUES

Section 1. The annual dues for member auxiliaries are to be sent to the Treasurer, and are due and payable November 1.

Section 2. Dues shall be declared in arrears if not paid by the date of the Spring meeting and the Treasurer shall notify the President of the delinquent auxiliary.

Section 3. The fiscal year shall be from July 1 through June 30.

Section 4. Dues money shall be used for the District's expenses in the presenting educational programs to the member auxiliaries and to pay the expenses of those designated District officers attending State and District conferences. Dues money shall also be used to cover necessary administrative costs of the District officers and any other purpose which furthers the goals of the membership, subject to approval by the Executive Committee.

ARTICLE V: OFFICERS

Section 1. Officers of this organization shall be: PRESIDENT, PRESIDENT-ELECT, VICE PRESIDENT FOR LEGISLATION, VICE-PRESIDENT FOR MEMBERSHIP, SECRETARY, TREASURER AND COUNSELOR.

Section 2. DUTIES OF THE PRESIDENT: The President is the chief executive officer of the Upper Peninsula District of the Michigan Association of Healthcare Advocates. Duties of the President include:

- A. Attends all State board meetings and District executive board meetings.
- B. Attends the State Annual Spring Meeting and the Fall State Conference of the Michigan Association of Healthcare Advocates; Chooses hostesses for these meetings from the member auxiliaries as requested by State officers; Co-hosts, with President-Elect, a District reception at the State Annual Spring Meeting.
- C. Appoints all standing committees with executive board approval and appoints two members to the Nomination Committee.
- D. Plans the agenda and is responsible for all procedures at the executive meetings of the Upper Peninsula District.
- E. Contacts each auxiliary in the District by letter, telephone or in person at once during the year. The President may wish to use a newsletter for this purpose.

Section 3. DUTIES OF THE PRESIDENT-ELECT:

- A. Shall have all the powers and perform all duties of the office of the President in the absence of the President.
- B. Assumes the office of the President, should the office of the President be vacated.
- C. Attends all District meetings and with the President, attends the Michigan Association Healthcare Advocates Fall Conference and the State Annual Meeting and Education Institute in June; Co-hosts, with President, a District reception at the State Annual Spring Meeting.
- D. Shall prepare to assume the office of President on July 1.

- E. Shall attend all executive committee meetings of the Upper Peninsula District as a member.
- F. May prepare a semi-annual District newsletter.

Section 4. DUTIES OF THE VICE-PRESIDENT FOR LEGISLATION:

- A. Receive all legislative news and the Highlights publication from Michigan Health and Hospital Association and the Michigan Association of Healthcare Advocates and will provide a follow-up to all local auxiliaries and legislative chairs.
- B. Shall be parliamentarian for all executive board meetings and District meetings and shall have a copy of “Robert’s Rules of Order, Revised” at each meeting.
- C. Is a member of the State Legislative Committee and participates at “Advocacy Day” in the annual visit to the capitol program.

Section 5. DUTIES OF THE VICE-PRESIDENT FOR MEMBERSHIP:

- A. Maintains a current list of member auxiliaries whose hospitals are affiliated with the Michigan Health and Hospital Association.
- B. Maintains a current list of Upper Peninsula officers (including addresses, telephone numbers, email addresses, and month and year when term expires) and provides such information upon request to the Membership Director of the Michigan Association of Healthcare Advocates.
- C. Maintains a current list of officers of member auxiliaries of the Upper Peninsula District (including addresses, telephone numbers, email addresses, and month and year when term expires) and provides such information upon request to the Membership Director of the Michigan Association of Healthcare Advocates.
- D. Provides current membership lists identified in A. - C. to the Director of Volunteer Services (DVS) of each member auxiliary (or to the member auxiliary President if there is no DVS) and to the Executive Committee members.
- E. Upon receipt of instructions of the Michigan Association of Healthcare Advocates Membership Director, obtains information from member auxiliaries concerning number of members, hours of service, monies donated to the hospital, other donations, number of beds, and auxiliary representation on the hospital board and provides it annually to the Michigan Association of Healthcare Advocates.
- F. Serves as a member of the Michigan Association of Healthcare Advocates Membership Committee.

Section 6: DUTIES OF THE SECRETARY:

- A. Maintains a record of attendance at all meetings.
- B. Maintains an accurate record of all business conducted at all meetings.
- C. Is responsible for the minutes of the Spring and Fall District meetings and reads the minutes for correction and approval at the following District meeting.
- D. Maintains minutes of the Executive Committee meetings as requested by the President.

Section 7: DUTIES OF THE TREASURER:

- A. Is responsible for all monies received and disbursed for the Upper Peninsula District.
- B. Maintains all financial records.
- C. Pays all vouchers and invoices for a period of two (2) years.
- D. Prepares a budget for the forthcoming year and presents it at the Annual Spring Meeting of the Upper Peninsula District.

Section 8. DUTIES OF THE COUNSELOR: The Counselor is the immediate Past President and acts in an advisory capacity to the President and the District Board. Duties include:

- A. Chairs the Nominating Committee.
- B. Chairs the Bylaws Committee
- C. May be asked to lead the Auxiliary prayer at the two District meetings.

ARTICLE VI: EXECUTIVE COMMITTEE

Section 1. The Executive Committee shall be composed of the above-named Officers.

Section 2. Should an officer, except the President and the President-Elect, be unable to complete their term of office, a new officer shall be appointed by the President with the approval of the Executive Committee.

- Section 3. All officers shall be elected at the Spring Meeting and shall assume office on July 1. The slate of officers shall be presented by the Nominating Committee at the Spring Meeting for the upcoming year. Additional nominations can be made from the floor with permission of the nominee. A majority vote of the authorized voting delegates present is necessary for election.
- Section 4. The term of office for all elected officers, except the Treasurer & Vice President of Legislation, shall be one (1) year and no other member shall hold the same office for more than two (2) consecutive years. The term of office for the Treasurer & Vice President of Legislation shall be two (2) years and no member shall hold the same office for more than two consecutive terms, for a total of four (4) years.
- Section 5. The Executive Committee shall be responsible for conducting necessary business of the organization between the District Fall and Spring meetings and for supervising the planning and programming of District activities and meetings.
- Section 6. Executive Committee meetings may be held prior to the Annual Spring Meeting and the District Fall Meeting and as determined necessary by the President.
- Section 7. There is no remuneration to officers for serving.

ARTICLE VII: NOMINATING COMMITTEE

- Section 1. The Nominating Committee shall consist of three members. The Chairman shall be the immediate Past President and two others shall be appointed by the President from the general membership.
- Section 2. The Nominating Committee shall meet as needed to prepare an annual slate of officers for the Spring District Meeting.
- Section 3. The Nominating Committee shall provide a slate of officers to the President at least six (6) weeks before the annual Spring District meeting.

ARTICLE VIII: STANDING COMMITTEES

- Section 1. Standing Committees shall be those necessary for the functioning of the organization.
- Section 2. Standing Committees will be appointed by the Executive Committee as needed.

ARTICLE IX: MEETINGS

- Section 1. Dates for the District Fall Meeting and Annual Spring Meeting must be approved by the Michigan Association of Healthcare Advocates.
- Section 2. The Fall Meeting of the District shall be held in September or October.
- A. The date is chosen by the Executive Committee and hosting auxiliary and is sent to the State President-Elect for approval.
 - B. Each member auxiliary shall be notified of the meeting in writing not less than six (6) weeks preceding the date.
 - C. Four (4) weeks prior to the meeting date, the agenda of the meeting shall be sent to each member auxiliary.
- Section 3. The Annual Spring Meeting shall be held in April or May.
- A. The exact date is chosen by the Executive Committee and the hosting auxiliary, and is sent to the State President-Elect for approval.
 - B. Each member auxiliary shall be notified of the meeting in writing not less than six (6) weeks preceding the date.
 - C. Four (4) weeks prior to the Spring meeting, the agenda of the meeting and the proposed slate of officers shall be sent to each member auxiliary.
 - D. The Nominating Committee shall present a slate of officers for the ensuing year. Additional nominations can be made from the floor with permission of the nominee. A majority vote of the authorized voting delegates present is necessary for election.
 - E. Officers for the ensuing year shall be installed at the Spring meeting with duties effective July 1.
 - F. When convenient, a dinner with the visiting State officers shall be planned prior to the meeting.
- Section 4. Special Meetings
- A. May be called by the President or by three (3) members of the Executive Committee.
 - B. Notice must state the business to be transacted and no other business shall be transacted at that time.
 - C. The required notice for calling a special meeting shall be a minimum of seven (7) days and a maximum of thirty (30) days.
- Section 5. Quorum: At all District meetings, at least one-third (1/3) of the member auxiliaries must be represented in order to provide a quorum.

ARTICLE X: FINANCIAL POLICIES

- Section 1. Upper Peninsula District Meetings: Gasoline purchase receipts, along with lodging, meals and registration fees, shall be reimbursed to cover travel expenses for the President or President-Elect unless otherwise reimbursed.
- Section 2. State Annual Meeting and Fall Conference: Gasoline purchase receipts for one vehicle, lodging, meals, conference registration fees and other expenses (bridge tolls) shall be reimbursed to the District officer unless otherwise reimbursed.
- A. The President shall attend, and expenses incurred shall be reimbursed by the Michigan Association of Healthcare Advocates.
- B. The President-Elect or alternate shall also attend. The Alternate shall be chosen from the Executive Board in the following order: Vice-President for Legislation, Vice-President for Membership, Secretary, Treasurer, Counselor.
- Section 3. Executive Board Meetings: No reimbursement shall be paid for any District officer to attend Executive Board Meetings.
- Section 4. Administrative Costs: Reimbursement shall be made to district officers for necessary administrative costs, such as postage and telephone, on approval of the President, as may be deemed necessary and reasonable to carry out the business of the District.
- Section 5. Reimbursement shall be made to the President for any authorized expenses incurred in excess of the Michigan Association of Healthcare Advocates allotment.
- Section 6. Proceeds from cookbook sales will be used to send the Vice President of Legislation to “Advocacy Day”.

ARTICLE XI: AMENDMENTS

- Section 1: The Bylaws may be amended at any District meetings by a simple majority of the authorized voting delegates present, providing the proposed amendments have been submitted in writing to each member auxiliary at least four (4) weeks before the meeting.
- Section 2: These Bylaws shall be revised and updated every two (2) years.

ARTICLE XII: PARLIMENTARY PROCEDURE

Section 1. The Parliamentarian authority shall be “Robert’s Rules of Order, Revised.”

Section 2. The rules contained in “Robert’s Rules of Order, Revised” shall govern this organization in all cases to which they are applicable and in which they are not inconsistent with these Bylaws.

ARTICLE XIII: DISSOLUTION CLAUSE

In the event of dissolution of the Upper Peninsula District MAHA, after all just claims are paid, remaining funds shall be equally distributed among member auxiliaries in good standing.

May 6, 1993; Revised: May 5, 1995; Revised: January 26, 2000; Revised: May 2003; Revised: May 4, 2006; Revised: May 7, 2009; Revised: September 6, 2012; Revised September 5, 2013.