

## **BY-LAWS**

### **SOUTH CAROLINA SOCIETY OF EXECUTIVE ASSISTANTS IN HEALTHCARE (SCEAH)**

#### **ARTICLE 1 - NAME AND AFFILIATION**

- 1.1 The name of this organization shall be the South Carolina Society of Executive Assistants in Healthcare, hereinafter referred to as “SCEAH.”
- 1.2 SCEAH shall be affiliated with the South Carolina Hospital Association (SCHA) as a personal membership section and shall operate in accordance with that organization’s bylaws.
  - 1.2.1 SCEAH shall recommend policies within its area of interest to the SCHA Board of Trustees.
  - 1.2.2 SCEAH may also recommend programs and activities to be undertaken by SCHA.

#### **ARTICLE 2 - MISSION**

- 2.1 The mission of SCEAH is to advance professional development, leadership value and excellence of Executive Assistants, Administrative Assistants/Coordinators, Administrative Specialist & other interested persons within an SCHA member organization.
- 2.2 SCEAH will provide a forum on healthcare issues and their impact on healthcare organizations; enhance and support networking and educational opportunities for the Executive Assistants, Administrative Assistants/Coordinators, Administrative Specialist & other interested persons within an SCHA member organization; and facilitate the involvement of its members in SCHA’s public advocacy process.

#### **ARTICLE 3 - MEMBERSHIP**

- 3.1 SCEAH membership is open to Executive Assistants, Administrative Assistants/Coordinators, Administrative Specialist & other interested persons designated to perform functions in an administrative role within an SCHA member organization.
- 3.2 SCEAH membership is open to Executive Assistants, Administrative Assistants/Coordinators, Administrative Specialist & other interested persons designated to perform functions in an administrative role in member institutions of the SCHA and other Associations as approved by SCHA.
- 3.3 Application for membership shall be made to SCHA.

#### **ARTICLE 4 - DUES**

- 4.1 Membership dues for the society shall be established by the SCHA Board of Trustees.
- 4.2 Failure to pay dues within 90 days of notice shall result in termination of membership unless prior arrangements have been approved by Officers/Board of Directors of SCEAH and an exception granted.

## **ARTICLE 5 - VOTING**

- 5.1 The voting body at any meeting shall consist only of those who hold full membership status and who are in attendance. Proxy voting will not be permitted. Each member present shall be entitled to one vote.
- 5.2 Matters submitted to vote shall be determined by a simple majority of members present and voting, except as provided elsewhere in the bylaws.
- 5.3 Under certain circumstances with approval of the SCEAH Board, voting may be conducted via email ballot or conference call. In that event all members responding shall have a vote.
- 5.4 Whenever possible, members shall be provided at least ten working days notice of all SCEAH meetings.

## **ARTICLE 6 - BOARD OF DIRECTORS**

- 6.1 The SCEAH Board of Directors shall have authority to:
  - 6.1.1 Establish rules and procedures for the Board and for SCEAH;
  - 6.1.2 Approve committee reports, resolutions and actions;
  - 6.1.3 Recommend policy positions on healthcare related issues to SCHA for approval, and communicate back to SCEAH members;
  - 6.1.4 Identify and provide direction on issues for presentation to general society membership.
  - 6.1.5 Review and approve membership applications will be done by the SCHA PMG Specialist
- 6.2 The Board of Directors shall consist of four officers (President, President-Elect, Secretary, and Immediate Past President) and three members elected at large.
- 6.3 Only members of the Society in good standing shall be eligible to serve on the Board.
- 6.4 Members elected to the Board may not serve more than two consecutive two-year terms of office.
- 6.5 The SCEAH Board of Directors will fill any vacancy that may occur on the Board by appointment of an eligible member of the society for the unexpired term.
- 6.6 Terms of office will be staggered for the initial Board of Directors.

## **ARTICLE 7 – OFFICERS**

- 7.1 The officers of SCEAH shall be: President, President-Elect, Secretary, and Immediate Past President.
- 7.2 Each officer shall serve a two-year term. The President-Elect shall automatically succeed to the office of President.
- 7.3 The duties of the officers are as follows:
  - 7.3.1 The President shall be the official representative of SCEAH; preside at all society meetings; appoint chairpersons and members of society committees; and prepare periodic reports to the membership. The President shall become the Immediate Past President upon completion of office.

- 7.3.2 The President-Elect shall, in the absence of the President, perform all duties and assume all responsibilities of the President. The President-Elect shall also perform such other duties as assigned.
- 7.3.3 The Secretary shall provide adequate notice of meetings and shall oversee the preparation of minutes of all meetings for distribution by SCHA.
- 7.3.4 The Immediate Past President shall serve as Chairperson of the Committee on Nominations and shall orient new Board members.
- 7.3.5 The Directors at Large shall serve the boards strategic needs as determined by the President at any given time.

## **ARTICLE 8 - EXECUTIVE COMMITTEE**

- 8.1 The Executive Committee shall consist of the President, President-Elect, Secretary, and the Immediate Past President and shall meet at the call of the President.
- 8.2 The Committee shall act on behalf of SCEAH, as necessary, between regular and called special meetings of the Board. Any actions/decisions taken by the Executive Committee shall be reported at the next scheduled Board meeting.

## **ARTICLE 9 - NOMINATIONS AND ELECTIONS**

- 9.1 The Committee on Nominations shall consist of two - three members recommended by the Immediate Past President and approved by the Board. The Immediate Past President shall serve as chairperson.
- 9.2 The Committee shall prepare a slate of candidates for the appropriate expired terms and submit it to the Executive Committee for its review and approval. All candidates must be members in good standing who have been a member of the Society for at least one year.
- 9.3 Elections shall be conducted by email. Ballots shall be prepared and emailed to Society members no later than October 1 and returned to the SCHA Liaison for approval by the Board
- 9.4 The votes shall be tabulated by the nominating committee and reported to the Board of Directors. The candidate receiving the greatest number of votes cast for each given office shall be elected to that office. In the case of a tie vote, the choice shall be determined by a vote at the Board of Directors meeting. The results shall be communicated to the membership of the Society by email prior to the end of the calendar year, with elected candidates assuming office January 1.

## **ARTICLE 10 - COMMITTEES**

- 10.1 In addition to the Committee on Nominations, the President is authorized to delegate certain functions (e.g. education, membership, communication) to other individuals or committees.
- 10.2 The Board will determine the need to establish committees or task forces based on current issues or membership concerns. Chairpersons of each committee/task force will be appointed by the President.

## **ARTICLE 11 - AMENDMENTS**

- 11.1 These bylaws may be amended, upon recommendation of the Board of Directors or by petition of at least 10 members of SCEAH, by a two-thirds vote of the members present and

voting at any general membership meeting of SCEAH or by electronic vote, so long as those present constitute at least 30 percent of the total membership.

- 11.2 Proposed amendments must be provided in writing to the general membership at least thirty days prior to the meeting at which they will be considered for approval.
- 11.3 Electronic voting may occur only when the motion is to confirm the bylaws amendments and changes as written. Any nay response will require the bylaw changes to be voted on at a called meeting.