



South Carolina Healthcare Recruiters Network Bylaws

ARTICLE I. Name and Affiliation

The name of the Network shall be the South Carolina Healthcare Recruiters Network (SCHRN).

1. The South Carolina Healthcare Recruiters Network shall be a Personal Membership Group (PMG) of the South Carolina Hospital Association (SCHA) fostering and maintaining a close, continuing relationship and operate in concert with that organization's bylaws.
2. The South Carolina Healthcare Recruiters Network shall foster and maintain a close, continuing relationship with the National Association For Healthcare Recruitment (NAHCR).

ARTICLE II. Purpose

To promote and exchange sound and ethical principles of professional nurse and allied health care recruitment. To provide a network for acquiring and disseminating information regarding conditions in the health profession work force in South Carolina.

ARTICLE III. Membership

Section I. Class of Membership

There shall be one class of members in this network: Active Members.

Section II. Active Membership

Only active members can vote. No temporary or personnel placement staff or advertising agency staff are eligible for membership.

- a. Applicants for active membership or renewal thereof must be actively involved in healthcare recruitment and employed by organizations providing direct healthcare.
- b. Representatives from the South Carolina Hospital Association are eligible for membership due to affiliation with organization.
- c. Society membership is not open to representatives of for-profit consulting services, placement or employment agencies.

Section III. Applications and Approval

Applications for membership in the Network shall:

- a. Be made through the South Carolina Hospital Association. Any member who changes employment status or employer must notify the treasurer in writing to assure continued compliance with the bylaws.
- b. State certification over the signature that the application meets all conditions of eligibility. Any questionable eligibility will be forwarded to the Executive Board for review.
- c. Approved applications will be invoiced by South Carolina Hospital Association.

Section IV. Corporate Sponsorship

Sponsorships in the Network shall:

- a. Will include a logo on a bi-monthly newsletter, the SCHRN website, and will be advertised at each meeting held throughout the year.
- b. Each sponsorship will included one newsletter ad per year with approval from the SCHRN executive board.
- c. Limited Corporate Sponsorships are available annually on a first come, first serve basis as determined by the Executive Board

ARTICLE IV. DUES

- a. Membership dues for the Network shall be established by the SCHA Board of Trustees.
- b. Failure to pay dues within 90 days of notice shall result in termination of membership.
- c. Duration of membership shall be a period of twelve consecutive months from January to December.

ARTICLE V. MEMBERSHIP MEETINGS

Section I Frequency of Meetings

The Network shall meet a minimum of three times per year, with at least one meeting being educationally focused.

Section II Special Meetings

Special meetings of the Network may be called by the President upon the request of a majority of the Executive Board. Special meetings shall be limited to consideration of subjects listed in the official call for such meeting.

Section III Member Meeting Quorum

Ten (10) percent of the membership, excluding Executive Board shall constitute a Quorum for the annual business meeting.

ARTICLE VI. VOTING

- a. The voting body at any meeting shall consist of those who hold full membership status and who are in attendance. Proxy voting will not be permitted. Each member shall be entitled to one vote.

- b. Matters submitted to vote shall be determined by a simple majority of members present and voting, except as provided elsewhere in the bylaws.
- c. Whenever possible, members shall be provided at least ten working days notice of all SCHRN meetings.

ARTICLE VII. OFFICERS AND GOVERNING BODY

Section I

Officers of the Network Shall Be As Follows:

- President
- President Elect
- Secretary/Treasurer
- Immediate Past President

The term of the office shall be a minimum of one year. Officers may succeed himself/herself once in any given office.

Section II

Officers appointed for the organizational period (January – December) shall remain in office through the membership year ending December 31st.

Section III

The governing body of the Network shall be the Executive Board. It shall consist of the duly-elected officers and the immediate past president (if he/she still meets the membership requirements). The Executive Board shall manage and direct the affairs of the Network.

Section IV

Officers of the Network must be active members in good standing.

Section V

Incomplete terms of office shall be handled as follows:

- a. In the event an office becomes vacant, the Executive Board will have the authority to appoint a member to fill such a vacancy.
- b. Any officer not fulfilling their duties will be addressed by the Executive Board and dealt with appropriately.

ARTICLE VIII. DUTIES OF THE OFFICERS

Section I

The President shall:

- a. Serve as the chairperson of the Executive Board.
- b. Preside at all meetings of the Network.
- c. Serve as representative of the Network.
- d. Perform other executive functions as may be required.

Section II

The President Elect shall:

- a. Assume the duties of the President at such times as the President may

- be absent.
- b. Assume the office of President in the event the office of the President becomes vacant.
- c. Serve as a representative of this Network at meetings of other organizational concerned with recruitment.
- d. Assume appropriate executive responsibilities delegated by the President.
- e. Assumes responsibility for the educational/program coordination.
- f. Assume duties designated in these bylaws or by the President

Section III

The Secretary/Treasurer shall:

- a. Have the responsibility for full knowledge of the receipts and expenditures of all funds of the Network.
- b. Prepare a report for the Executive Board showing the financial status of the Network and make a full report to the Network at each business meeting.
- c. Keep an accurate list of names and addresses of all members of the Network.
- d. Assume duties as designated in these bylaws or by the President.
- e. Maintain minutes of Network meetings.
- f. Preserve all papers, letters, and transactions of the Network.
- g. Deliver to the newly-elected Secretary/Treasurer at the end of the year (December) all Network properties held in possession.
- h. Conduct the general correspondence of the Network, to include any surveys conducted by the organization.

Section IV

The Immediate Past President shall:

- a. Serve on the Executive Board if he/she still meets all membership requirements.
- b. Assume duties designated in these bylaws or by the President
- c. Represent SCHRN on the SCHHRA Board and SCHA Workforce Advisory Board

ARTICLE IX. ELECTIONS

Section I

Nominations shall be by the procedure outlined in Article XI.

Section II

President, President Elect, Secretary/ Treasurer shall be elected for a minimum of one year term to take effect at the first meeting of the year.

Section III

Elections of officers are by email ballot. Ballots will be distributed to active members on the verified member list. Votes will be tallied and reported to the membership.

Section IV

A majority vote of those entitled to vote shall constitute an election. In case of a tie, the choice shall be decided by lot.

Section V

Elections will be held by email ballot in October. Each member in good standing in the Network shall be entitled to vote for the election of officers. Election results will be reported by the President at the December meeting.

ARTICLE X. COMMITTEES

The Executive Board is the only standing committee. Special committees may be formed by the Executive Board as needed. Membership on any special committee will be on a volunteer basis or by Executive Board appointment.

ARTICLE XI. NOMINATIONS

Section I

In the fall, a nomination form will be emailed to each active member.

Section II

All nominators and nominees must be members of SCHRN and in good standing. A Board member must obtain a nominee's acceptance of nomination prior to balloting

Section III

Prior to ballot distribution, the secretary/treasurer will verify the nominee's membership status.

Section IV

Election will be held by email ballot in the fall with a specified deadline for submission.

Section V

Election results will be reported at the December meeting.

ARTICLE XII. AMENDMENTS

Section I

All proposed amendments shall be submitted in writing in advance to the active membership by the Executive Board.

Section II

Bylaws may be amended and voted upon at the next meeting by a two-thirds (2/3) majority vote of the active membership present and eligible to vote.

ARTICLE XIII. GOVERNING RULES

Section I

The latest edition of Robert's Rules of Order shall be used as the official protocol for all SCHRN meetings

Section II

Any specifics not addressed by the SCHRN bylaws, will follow policies by NAHCR