

BYLAWS
South Carolina Society for Healthcare Emergency Management

ARTICLE I – NAME AND AFFILIATION

1. The name of this organization shall be the South Carolina Society for Healthcare Emergency Management (henceforth referred to as SCSHEM). The Society shall be affiliated with the South Carolina Hospital Association (henceforth referred to as SCHA) as a personal membership section, and shall operate in accordance with the Bylaws of that organization.

ARTICLE II – PURPOSE

1. To promote the improvement of hospital emergency management, safety and security, to provide continuing education programs for hospital emergency managers, safety and security personnel and to work toward higher standards in hospital emergency management, safety and security.
2. To promote a free exchange of ideas and information, plan and sponsor such meetings and workshops as deemed necessary for this purpose, and to further the education and development of members and other interested persons.

ARTICLE III – MEMBERSHIP

There are two types of membership: Active and Medical Technical

1. Active members (members who are current in payment of dues) of the Society shall be personal members of the SCSHEM and designated to perform functions in emergency management, safety and/or security in member institutions of the SCHA and other Associations as approved by SCHA. Membership shall also be open to employees of the SCHA whose position impacts healthcare emergency management, safety and/or security, subject to approval of the Board of Directors.
2. Medical Technical members shall be personal members of SCSHEM and actively engaged in performing medical technical functions in emergency management and security. Medical Technical Members include but are not limited to Infection Preventionist, Risk Manager, and employees of state agencies and hospitals whose position impacts healthcare emergency management, safety and/or security. While not having a traditional vote in the organization, shall have voting rights within any committee in which they are members.

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ARTICLE IV – DUES AND ASSESSMENTS

1. Members of the Society shall pay membership dues as established by the SCHA.
2. Funds from Society dues will be collected by SCHA and become the property of that organization. SCHA shall provide an accountability of dues received and expenditures for each Board meeting.
3. Funds from Society dues will be used to pay for administrative support by SCHA to the Society. They will also be used to support Society Board of Directors meetings.
4. Dues are payable upon receipt of notice from SCHA. Dues received will constitute active membership from January through December of each year. Dues not paid within 60 days from billing shall be considered delinquent and the member will be considered “non-active.”
5. Funds from program registration and vendor exhibits will help to off-set costs of the program. Should funds collected exceed program costs, the additional money will become property of the SCHA to be utilized to off-set Society costs and future programs.

ARTICLE V – VOTING

1. **Motions:** Each active member is entitled to one vote. Voting shall be done in person. A simple majority of members present and voting shall prevail. Voting shall normally be by a show of hands. At the request of any active member present, voting will be by secret ballot.
2. **Election of Officers:** Each active member is entitled to one vote. Voting shall be done in person or by absentee ballot that is received prior to the meeting when election of officers is held. A simple majority of members present and voting shall prevail. Voting shall normally be by a show of hands. At the request of any active member present, voting will be by secret ballot.

ARTICLE VI – QUORUM

1. A quorum shall consist of at least 50% of the active membership.
2. A quorum of the Board of Directors shall consist of > 50% of the board members.

ARTICLE VII – BOARD OF DIRECTORS

1. The officers shall be made up of a President, President-Elect, Secretary, Immediate Past President, and five members-at-large and shall constitute the Board of Directors.
2. All Board members are elected for a period of two years and may serve one consecutive term in any one office. Should the President-Elect have to permanently assume the duties of the President during his tenure as President-Elect, he shall remain eligible to assume the Office of President for the additional term. Officers shall be elected every two years during the Fall Meeting.
3. The Board of Directors will appoint a member of its choice to fill any vacant office and to complete the unexpired term of any elected officer. Such person may be elected to that office or any other office at the next scheduled election of the Society.

ARTICLE VIII – DUTIES OF OFFICERS

1. The President shall preside at all meetings of the Society and shall exercise general supervision over the affairs of the Society. The President shall appoint committees and committee heads as appropriate. He will continue to serve on the Board at the end of his term as Immediate Past President.
2. The President-Elect shall assume the duties of the President at any time the President is absent from a meeting and shall become the President if for any reason the President relinquishes office or becomes incapable of exercising the duties of that office or becomes ineligible for membership in the Society.
3. The Secretary shall keep the minutes of the meetings and of the Board of Directors Meeting and forward a copy to SCHA for printing, distribution and archiving. The historical file of Society minutes shall be maintained at the SCHA.
4. The Immediate Past President shall serve as Chairman of the Committee on Nominations. The Immediate Past President shall orient the new Board members at the January Board meeting.
5. Members at large shall be responsible for the oversight of one of the following areas of strategic importance to the SCSHEM Mission:

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- 5.1 Develop programs to recruit and to retain SCSHEM members and to explore benefits for the members.
- 5.2 Identify members who may be delinquent on dues and will also report to the Board all costs associated with meetings and assist SCHA in managing program expenditures.
- 5.3 Develop programs and activities to promote objectives of SCSHEM and SCSHEM members and identify and develop tools to enhance the ability of SCSHEM to reach its members.
- 5.4 Review the By-laws annually at a minimum and recommend correction or amendments as necessary. All proposed changes to the By-laws shall be presented to the Board of Directors prior to the submission to the full membership. The membership shall be notified electronically or in writing of all proposed By-law amendments at least thirty (30) calendar days prior to the voting action.
- 5.5 Organize and coordinate non-educational events for the purpose of networking within the society membership and with vendors who support the Society by their participation in the educational program's vendor show. Each event shall receive the approval of the Board.

ARTICLE IX – MEETINGS

1. The Society will conduct one educational program a year. Additional programs and/or meetings may be called by the President. The meetings can be up to 2 days, unless changed by the membership.
2. Education Programs are provided for the purpose of developing excellence in healthcare emergency management, safety and security within South Carolina. These programs are provided for members but may be attended by vendors, at the discretion of the Society Board. Attendance by vendors will include a registration fee that will be determined by the Society Board for each educational program.

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ARTICLE X – COMMITTEES

1. Committees shall be appointed by the President as needed.
2.
 - A. Education Committee shall be responsible for assisting the Board of Directors with planning of educational opportunities for its membership.
 - B. Professional Development shall be responsible for assisting the Board of Directors with identifying professional development opportunities and programs.

ARTICLE XI – AMENDMENTS

1. These By-laws may be amended at any regular or called meeting of the Society by two-thirds vote of the membership present, provided that the membership shall have been notified in writing of all proposed amendments 30 calendar days in advance of the meeting during which the proposed change to these By-laws is to be considered.
2. All changes to the By-laws become effective immediately upon being passed by the membership.

Initial By-law acceptance: 07/28/2010

Amended: 10/12/2011

Amended: _____

Amended: _____

Amended: _____