

**BYLAWS
OF THE
VIRGINIA ASSOCIATION FOR HEALTHCARE
RESOURCE AND MATERIALS MANAGEMENT**

MISSION STATEMENT:

To enhance community health through cost effective resource and materials management by promoting education, skill sharing and professional relationships between healthcare providers, suppliers, and business partners.

VISION STATEMENT:

To become a leading healthcare resource and materials management organization that advocates and promotes a high standard of quality by setting and pursuing strategic objectives that contribute to our profession.

ARTICLE I - NAME

The name of the organization shall be the Virginia Association for Healthcare Resource and Materials Management (VAHRMM).

ARTICLE II - OBJECTIVES

The objectives of the association are to:

- A. Bring about close cooperation among healthcare resource and materials managers in order to promote efficiency in healthcare, procurement, and distribution systems.
- B. Cooperate with healthcare and allied associations to enhance processes and procedures related to purchasing and materials management.
- C. Encourage and assist members to develop their professional knowledge and thereby increase their effectiveness within purchasing and materials management.
- D. Provide a forum for the exchange of ideas and sharing of information relative to the members of the association.
- E. Promote the healthcare materials management profession and recognition of members' needs within the association.
- F. Uphold the Association for Healthcare Resource & Materials Management (AHRMM) code of ethics.

ARTICLE III - AFFILIATION

VAHRMM is the formal Virginia chapter of the Association for Healthcare Resource & Materials Management of the American Hospital Association.

ARTICLE IV - MEMBERSHIP

SECTION 1 - ACTIVE MEMBERS

Individual's eligible for active membership in the association shall be directly or administratively involved in the fields of healthcare resource and/or materials management. Allied materials management associations such as consultants, state hospital association employees, or others of similar interests are also eligible for active membership.

SECTION 2 - ASSOCIATE MEMBERS

Individuals of other allied healthcare groups associated with materials management, such as vendor representatives, manufacturers, or others of similar interests are eligible for associate membership. Associate members cannot hold office in the society; however, there will be four (4) associate members appointed to the board of directors by the president.

SECTION 3 - TRANSFER OF MEMBERSHIP

Membership is individual based, it cannot be transferred. Members who change their institutional affiliation need only to notify the board of their new address.

SECTION 4 - RESIGNATION

Any member may resign at any time. Members holding office shall notify the board in writing at least thirty (30) days prior to their pending resignation.

SECTION 5 - SUSPENSION AND EXPULSION

Any member whose conduct is determined to be detrimental to the best interests of the society or who willfully violates its bylaws, rules or regulations, may be suspended or expelled by action of the board of directors after allowing the member an opportunity for a hearing before the board.

ARTICLE V - DUES

Annual membership dues for association members shall be recommended by the board of directors and approved by a majority of the board members.

Membership shall be defined as all individuals employed by the facility in related departments or associate members. Membership will be effective from the date of the fall conference until the fall conference the next year.

No portion of paid dues by any facility or associate member is refundable should the membership be terminated for any reason. If dues are not paid when due, the individual is deleted from the membership list. The individual will be reinstated upon payment of dues.

ARTICLE VI - ANNUAL MEETING

An annual business meeting for the transaction of affairs shall be held at the annual conference of VAHRMM, as specified by the board of directors. The association encourages the attendance and participation of members at the annual meeting. Written notification of the annual meeting and agenda of events shall be published on the VAHRMM website at least thirty 30 days before the meeting.

ARTICLE VII - AMENDMENTS

These bylaws may be amended by a majority vote of the board of directors. Proposed changes shall become effective immediately. Major revisions will be posted on the VAHRMM website, www.VAHRMM.net within thirty (30) days of approval.

ARTICLE VIII - OFFICERS

SECTION 1

The officers of the association shall be the president, president-elect, past-president, secretary and treasurer. The term of office shall be for two (2) years beginning January 1 and ending December 31 of each year.

- The President shall not be eligible for election to office following his/her immediate tenure of two (2) years.
- The immediate Past-President will remain on the board of directors for a period of two (2) years as an ex-officio member.
- The President-Elect shall automatically assume the office of President.
- An election will be held every other year to fill the office of President-Elect, Secretary and Treasurer.

SECTION 2

Vacancies, which occur between elections, shall be filled by a majority vote of the board within 30 days of the vacancy.

SECTION 3

In the event any election for President-Elect, Secretary or Treasurer has only one person running for the office and all efforts have been exhausted to find other candidates to run for that same office, the board shall have the right to appoint the person(s) running unopposed to the elected positions. A majority of the board present must approve the appointment(s).

SECTION 4

The president shall hold membership in the Association for Healthcare Resource and Materials Management (AHRMM). If the facility does not pay the membership dues for the president, VAHRMM will assume the responsibility for the membership dues.

ARTICLE IX - VOTING

- Each individual is eligible to cast one (1) vote during the voting process.
- Only active members shall nominate, vote and/or hold office.
- A quorum for association action shall be a majority of the active membership present and voting.
- Active members may vote by mail or e-mail for elections. The Membership Committee is responsible for determining the method utilized for ballot distribution. Ballots will be tallied by the board at a called meeting to be held at least ten (10) days before the annual meeting so that new officers can be presented at the annual meeting.

ARTICLE X - DUTIES OF OFFICERS

SECTION 1 - PRESIDENT

The President is the chief executive officer of the association.

- He/she shall preside at all meetings and appoint standing and special committees and their chairpersons.
- Act as the association's official representative at meetings of collaborating and/or affiliated organizations, and is ex-officio member of all association committees.
- Supervise the activities of the association, act as the board chairperson, and prepare and submit an annual activities report to the annual meeting.
- Perform other duties as authorized by the board of directors.

SECTION 2 - PRESIDENT-ELECT

- In the absence of the president, the President-Elect shall preside at all meetings of the association and of the board of directors.
- Perform other duties as authorized by the board of directors.
- Fill a vacancy in the office of the President.

SECTION 3 - SECRETARY

- Record and distribute the minutes of all association meetings to all board members within thirty (30) days after the meeting.
- Maintain accurate records of all association minutes, written documents, correspondence, and pertinent associate transaction. A written treasurer report shall be attached to all minutes.
- Review the established bylaws and receive recommended changes from the membership. Draft proposed revisions for the board of directors on an as-needed basis, but no less frequently than bi-annually.
- Oversee the preparation and submission of the AHRMM chapter certification/affiliation annually (if deemed necessary).

SECTION 4 - TREASURER

- Keep an accurate record of all funds of the association in a permanent form to be approved by the board of directors.
- Receive and record all funds received by the association and submit a written report to the members at each annual meeting. A written report shall also be included with the minutes of each board meeting.
- Deposit the association funds in a bank account designated by the board of directors.
- Expend association funds only with the approval of the President or President-Elect or the board of directors. All requests for reimbursement must be accompanied by an original receipt or other appropriate documentation.
- All expenses exceeding \$1,000 require approval from the President and President-Elect.

ARTICLE XI - BOARD OF DIRECTORS

The board of directors shall consist of fifteen (15) members: the President, President-Elect, Past President, Secretary, Treasurer, two (2) Membership/Public & Chapter Communications Committee Co-Chairs, two (2) Education/Programs Committee Co-chairs, one (1) Board Member At-Large, one (1) technology advisor and four (4) associate members appointed by the President. Update on 8/17/2016 motion was made to have no more than three (3) active members from any one organization are to serve on the board at the same time.

The President will appoint all committee chairpersons, co-chair persons and associate members to two-year terms.

SECTION 1 - DUTIES OF THE BOARD

GENERAL/UNIVERSAL RESPONSIBILITIES:

- Plan and arrange definite programs for the regular meetings and locations of such meetings.
- Consider and rule on all matters relating to member discipline.
- Interpret and bi-annually reviews the by-laws.
- Prepare an annual budget each year.
- Provide for an audit of the books of the Treasurer every two (2) years to be contracted to an outside CPA firm (at the discretion of the board).
- Approve member appointments to committees.
- At all meetings of the board of directors, a quorum shall consist of seven (7) board members and two (2) officers.
- One member of the board shall assume the duties of the secretary in his/her absence.
- The board will conduct formal business meetings, either face-to-face or via conference call, at least four (4) times per year.
- If a board member misses three (3) such meetings in a year, he/she may be replaced by a Presidential appointment with the approval of the board of directors.
- Each committee chair shall submit an article for the newsletter on a rotating basis.
- Encourage membership in VAHRMM and AHRMM among peers.
- Monitor financial plan to actual expenditures.

- Review all nominations for officer for appropriateness to assure they meet the qualifications outlined for the position.

ARTICLE XII - COMMITTEES

SECTION 1 – MEMBERSHIP/PUBLIC & CHAPTER COMMITTEE

The Membership/Public & Chapter Committee is responsible for the following:

- Develop, maintain and distribute the VAHRMM membership directory.
- Conduct meeting registration.
- Produce and distribute the membership packet.
- Conduct membership drives for recruitment
- Prepare, distribute, and collect annual membership dues.
- Design and conduct membership surveys.
- Perform Marketing, including maintenance of our existing website.
- Design and develop newsletters and publications.
- Pursue partnering opportunities among vendors, hospitals and other organizations.

SECTION 2 – EDUCATION/PROGRAMS COMMITTEE

The Education/Programs Committee is responsible for the following:

- Identifying and administering scholarships.
- Administering credentialing/certification programs for the association.
- Developing mentoring programs.
- Submitting and tracking CEUs for association members.
- Being familiar with and soliciting the speakers' bureau for guest speakers.
- Plan and coordinate meetings, seminars and conferences.
- Develop a program plan for the year to include time, dates, locations, speakers, and logistical needs.
- Conduct follow-up surveys and critiques to evaluate programs.
- Distribute annual meeting information a minimum of sixty (60) days before the scheduled meeting.

ARTICLE XIII - MEANS TO DISSOLVE THE ASSOCIATION

The association can be dissolved by a vote of three-fourths (3/4) of the active membership of the association in good standing. Upon dissolution, the assets of the association shall be distributed to an organization enjoying the exemption for Federal Income Taxation as a charitable organization under section 501(c)(3) of the Federal Internal Revenue Code of 1954 or comparable federal income tax legislation.

REVISED: 10/88; 9/90; 5/94; 1/95, 1/96, 1/97, 10/98, 9/2000, 7/2001, 6/2005, 3/2010, 1/2012; 2/24/2017