

Hawaii Association of Case Managers

BY-LAWS

Article I: NAME

The name of the organization shall be the Hawaii Association of Case Managers.

Article II: PURPOSE

The goals of the Association are:

1. Promote public education regarding those who may benefit from case management.
2. Promote professional standards of practice and certification for case management.
3. Promote professional growth and education.
4. Provide an environment for peer networking and support.

Article III: MEMBERSHIP AND DUES

Section 1 Eligibility

Membership in the Association shall be open to all persons interested in furthering the purposes of the Association as defined in the By-laws.

Section 2 Membership

- a. Full membership is offered to those who provide case management services or other professional services which address the goals of the organization.

Section 3 Dues

- a. Annual membership dues are:
Membership \$25.00
- b. Dues are payable annually to the Treasurer to coincide with the Association's fiscal year.
- c. Dues shall be reviewed annually by the Board.

Article IV: OFFICERS: DUTIES AND TERM OF OFFICE

Section 1 Officers

The officers of the Hawaii Association of Case Managers shall be President, Vice President, Secretary and Treasurer.

Section 2 Terms of Office

All officers shall serve a term of two years and may be re-elected for consecutive terms.

The President and Secretary shall be elected in the even years and the Vice President and the Treasurer shall be elected in the odd years, provided that at the first election, the Treasurer or Secretary shall serve an initial term of one year, depending on which year the initial election is held. All officers shall assume their office on January 1 of the calendar year immediately following their election.

Section 3 Duties of the Officers

- a. The President shall preside at all meetings of the Association and at meetings of the Board. The President shall be responsible for the administration of the business of the Association. With the exception of the Nominating Committee and otherwise provided by these By-laws the President shall annually appoint standing and ad hoc committee chairpersons, and shall perform or delegate other duties which are not specifically delegated to other officers or committees.
- b. The Vice President shall perform the duties of the President in the President's absence or disability. The Vice President shall be responsible for maintaining the Association By-Laws.
- c. The Secretary shall record the proceedings of the Association general membership and board meetings, or will arrange for the recording of the proceedings in her/his absence.

The Secretary shall distribute copies of the announcements of the Board meeting with the minutes of the previous Board meeting to the members of the Board not less than seven (7) calendar days prior to any Board meeting.

The Secretary shall distribute copies of the announcements of general membership meetings with the minutes of the previous general membership meeting to all members not less than seven (7) calendar days prior to general membership meetings.

- d. The Treasurer shall receive, disburse, and account for all funds belonging to the Association and shall serve as a member of the Finance Committee.

The Treasurer shall provide a semi-annual financial report to the membership.

Article V: DIRECTORS: DUTIES AND TERMS OF OFFICE

Section 1 With the exception of the first year of the organization, nominee(s) for Director(s) must have been a full member for at least one calendar year.

Section 2 Directors shall serve a term of two years and may be re-elected for one consecutive term. Half of the Directors shall be elected in the even years and the other half in the odd years.

Article VI: BOARD OF DIRECTORS: MEMBERS AND DUTIES

Section 1 The Board shall be composed of the President of the Association, the Immediate Past President, the Vice President, the Secretary, the Treasurer, a minimum of five Directors, and the Chairs of standing committees.

Ad Hoc committee Chairs who are not members of the Board of Directors shall attend Board meetings but shall not have voting privileges and shall not be counted in establishing a quorum.

Section 2 Duties of the Board shall include but not be limited to:

- a. Management and control of the business of the Association in accordance with the By-laws of the Association:
- b. Approval of the annual budget; and,
- c. With the exception of the Chair of the Nominating Committee, approval of the President's selection of Chairs for standing and Ad Hoc Committees.

Section 3 Unless otherwise indicated in the By-laws, no Officer, Director, nor any member of the Association shall receive financial compensation for their work in the Association in the way of salaries, gifts, or any other remuneration; provided, however, that reimbursement may be made for actual expenses incurred on behalf of the Association.

Section 4 Vacancies

If the office of the President becomes vacant, the Vice President shall assume the office. If for any reason the Vice President is unable to become President, the Board shall appoint a new President.

If the office of Vice President becomes vacant, a successor shall be nominated by the Board, but such office shall not be filled except by ratification vote of the Association.

If the office of Secretary or Treasurer becomes vacant, a successor(s) shall be appointed by the Board for the remainder of the unexpired term.

The person selected to fill a Director's vacancy shall be the person who received the next highest number of votes for Director at the immediate past general election. In the event there is no successor list, the Board may appoint a successor to fill the vacancy.

Article VII: COMMITTEES AND DUTIES

Section 1 The standing committees shall be:

- Nominating Committee
- Membership and Finance Committee
- By-laws Committee
- Program and Policy Committee

With the exception of the Nominating Committee members of the standing committee shall be selected by the Chairs of the respective committee.

- a. The Nominating Committee shall be elected at the annual meeting and shall meet immediately following their election and shall elect their own chair. They shall prepare the slate of Officers and Directors and shall present this slate to the Board two months prior to election. The Nominating Committee shall prepare the ballots and distribute these at the Annual Meeting.
- b. The Membership and Finance Committee shall present to the Board members at the first meeting of the year a budget for their approval. The expenses for each year shall not exceed anticipated and projected income for the year. Exceptions shall be approved by the Board and operated under a contingency account.

The Membership and Finance Committee shall develop the annual operating budget for the Association. The budget shall include expenditures for the effective maintenance of the Board and Committees.

The budget shall not exceed the revenues of the Association and shall be approved by the Board and the membership. The membership shall be informed of actual expenditures of the Association.

The Membership and Finance Committee shall solicit and encourage membership to the Association, shall assist the Treasurer with membership responsibilities, shall keep an accurate classified list of the Association membership including the addresses of each member, and shall certify membership.

- c. The By-laws Committee shall review the By-laws annually and recommend amendments to the Board.
- d. The Program and Policy Committee shall be responsible for education offerings and conferences.

The Program and Policy Committee shall review the policies and procedures of the Association and make recommendations to the Board of Directors for revisions, amendments and additions.

Section 2 Ad Hoc Committees

The President shall appoint, and the Board shall confirm, Chair-persons for Ad Hoc Committees created by the Board. The committee shall serve until the special needs are met and/or mission fulfilled. An Ad Hoc committee may become a standing committee through amendment of the By-laws.

Section 3 Terms of Office for Chairs

The President shall annually appoint Chairs of standing and Ad Hoc Committees to serve for no more than two consecutive terms.

Article VIII: NOMINATIONS AND ELECTIONS

Section 1 The Nominating Committee shall present the slate of officers and Directors to the Board two months prior to the annual election. The Nominating Committee shall prepare the ballots and distribute these prior to the annual meeting. The ballots shall include provisions for write-in candidates. Candidates receiving a plurality of votes will be declared elected.

Section 2 The elected officers of the Association shall be a President, Vice President, Secretary and Treasurer.

Article IX: MEETINGS

Section 1 Regular Meetings

- a. The Board shall meet at least semi annually during the year. Other meetings of the Board may be called by the President, or shall be called by the President upon written request by a majority of the Board members.
- b. The General membership shall meet at least twice a year.

Section 2 Special Meetings

Special meetings of the Association may be called at any time by the Board or by 25% of the voting members.

Section 3 Notice of the Meetings

Written or electronic notice of the time, place, and purposes of all meetings of the Association shall be distributed to each member, not less than seven (7) calendar days prior to any scheduled meeting.

Article X: QUORUM

Section 1 General Membership

Members who shall include the President or Vice President and at least one Board member shall constitute a quorum.

Section 2 Board

The presence in person of five (5) of the elected Board members shall constitute a quorum.

Article XI: PARLIAMENTARY AUTHORITY

Parliamentary authority shall be Robert's Rules of Order Newly Revised and shall govern the Association in all cases to which they are applicable and which are not inconsistent with these By-Laws.

Article XII: AMENDMENTS

These by-laws may be amended by a two-thirds (2/3) of the votes cast by the membership at any regular or special meetings, or special communication, provided that the amendment has been made in writing and has been distributed to all eligible voting members not less than seven (7) calendar days prior to the meeting at which voting on the proposed amendment shall be held.

REV. October 13, 2009

REV. October 13, 2008

REV. January 9, 1991

REV. January 30, 1990

REV. April 4, 1989

November 21, 1988