

10/2017

**WISCONSIN HEALTHCARE PURCHASING  
AND  
MATERIALS MANAGEMENT ASSOCIATION  
BYLAWS**

**WHPMMA**  
**EXECUTIVE COMMITTEE 2016/17**

**PRESIDENT**.....Deb Bemis  
**PRESIDENT-ELECT**.....Carol Blend  
**TREASURER**.....Leah Shatusky/Joe Ford  
**SECRETARY**.....Joel Roland/Liz Cook  
**VENDOR BOARD MEMBER**.....Steve Reidy BSN  
  
**WEBPAGE COORDINATOR AND BOARD MEMBER**.....Leah Shatusky

**Planning Committee**

**Membership Committee**

**Nomination Committee**

Approved by the Chapter Membership

## **ARTICLE I – Name**

The name of the organization shall be the Wisconsin Healthcare Purchasing and Materials Management Association.

## **ARTICLE II – Objectives**

The objective of the chapter shall be to:

- A. Bring about close cooperation among healthcare purchasing and materials managers in order to promote efficiency in healthcare procurement and distribution.
- B. Cooperate with healthcare and allied associations in enhancing standardization and simplification in matters pertaining to purchasing and materials management.
- C. Encourage and assist members to develop their knowledge and increase their effectiveness in healthcare purchasing and materials management.
- D. Provide a medium for the interchange of ideas and dissemination of information relative to healthcare purchasing and materials management.
- E. Encourage and assist chapter in conducting regular meetings, conferences, and educational programs on healthcare purchasing and materials management.

The chapter is organized exclusively for charitable, scientific and educational purposes as a not-for-profit association. It shall be conducted so that no part of its income or earnings will inure to the benefit of any member, director, officer or other individual. Upon dissolution, the assets shall be distributed to an organization enjoying an exempt status under s501(c)(3) of the Internal Revenue Code or successor statutory authority.

## ARTICLE III – Membership

### Section 1. Eligibility

- A. **Regular Membership.** Individuals eligible for active membership in the chapter shall be those who are either directly or administratively involved in the field of healthcare purchasing or materials management including, but not limited to, allied health association and related healthcare agencies. Membership in the national association is not a requirement of regular membership in the state chapter. Membership in the chapter shall become effective upon approval by the executive Committee of the Chapter of a completed application form and receipt by the Chapter Treasurer of the specified dues.
- B. **Honorary Life Membership.** Honorary life membership may be granted to recognized retired or retiring members who have provided long term valuable service to the association. Nominations should be submitted in writing to the Chairperson of the Membership Committee who will review qualifications and make recommendations to the Executive Committee for final approval. Honorary Life Membership shall receive a distinctive framed certificate. They shall be invited to all meetings and seminars at the same fee rate as regular members. Honorary Life members pay no dues and may not vote or hold office.
- C. **Associate Membership.** Individuals eligible for Associate Membership in the Chapter shall be those who are either directly or administratively involved in the field of healthcare purchasing, materials management, or serve in a consulting or vendor capacity. Membership in the chapter shall become effective upon approval by the Executive Committee of the Chapter of a completed application form and the receipt by the Chapter Treasurer of the specified dues.

### Section 2. Resignation

Any member may resign at any time, but such resignation shall not become effective until accepted by the Executive Committee and shall not relieve the resigning individual from his obligation to pay dues for the current year.

### Section 3. Suspension and Expulsion

Any member whose conduct shall be detrimental to the best interest of the chapter, or who shall willfully violate its bylaws, rules, or regulations, may be suspended or expelled by action of the Executive Committee, after affording the member an opportunity for a hearing before the Executive Committee.

### Section 4. Termination

Membership may be terminated by the Executive Committee for failure to pay dues, noncompliance with any pertinent provisions of the bylaws and for violation of these bylaws and any rules and regulations promulgated pursuant thereto.

## **ARTICLE IV – Meetings**

### **Section 1. Regular Meetings**

Regular meetings will be held by the Chapter each year during the Fall seasons. Approximate dates will be listed on the membership renewal for each new year. The Secretary will announce the meetings to the membership at least 30 days prior to the meeting.

### **Section 2. Annual Meeting**

An annual meeting for the transaction of affairs of the chapter shall be held in conjunction with the annual conference of purchasing and materials management, as specified by the Executive Committee. The secretary of the Chapter shall announce the annual meeting to the members of the chapter at least 30 days prior to the meeting.

## **ARTICLE V – Officers**

### **Section 1. Eligibility**

The President and President-Elect of the chapter should be members of the American Society for Hospital Materials Management. The chapter may, upon the approval of the Executive Committee, underwrite the cost of AHRMM membership for the President and President-Elect. The chapter may underwrite the cost for the President-Elect to attend the annual AHRMM seminar/conference. The President-Elect can occur only if the treasury has in excess of \$15,000 after the expenses for both parties attending the AHRMM conference.

### **Section 2. Officers**

The officers shall be a president, president-elect, secretary, treasurer and vendor board member.

### **Section 3. Election**

The election of officers shall be conducted at the Annual Meeting. A notice listing the names and a brief personal history of eligible candidates, named by the Nominating Committee shall be communicated to each member of the chapter no later than August 1 of each year. The voting process will be by mail or e-mail for those members not attending the Annual Meeting, with votes to be returned to the secretary by September 1. Members attending the Annual Meeting will submit their votes in writing during the business meeting. The total vote shall be tabulated by the chapter secretary and reported to the membership at the Annual Meeting. The results of the election shall be published in the next issue of the chapter meeting minutes.

**Section 4. Term**

The term of office for secretary, treasurer, and vendor board member shall be two years, beginning at the conclusion of the elections at the fall meeting. The president-elect will succeed the president for a total of a 2 year term. (1 year president-elect and one year president for a total of 2 years).

**Section 5. Duties of the President**

The president shall be the chief executive officer of the chapter. The president shall preside at all the meetings of the chapter and serve as chairman of the Executive Committee. It shall be the president's duty to supervise the activities of the chapter. At the annual meeting, a report noting the membership roster, activities, accomplishments and goals of the chapter, which shall be kept in the permanent files of the chapter, shall be made by the president. The president shall perform other duties as authorized by the Executive Committee. The president may not have two successive terms.

**Section 6. Duties of President-Elect**

The president-elect shall, in the absence of or due to the incapacity of the president, perform all duties and assume all responsibilities of the president. The president-elect shall be responsible for coordination of the Program Committee.

**Section 7. Duties of Secretary**

The chapter secretary shall attend all meetings and Executive Committee meetings of the chapter. The secretary will prepare all minutes and official records of the chapter, which shall be available to the members for inspection. The secretary shall perform such other duties as may be assigned by the chapter president.

**Section 8. Duties of Treasurer**

The chapter treasurer shall attend all meetings and Executive Committee meetings of the chapter. The treasurer shall maintain the membership and the financial records of the chapter, which shall be available to the members for inspection. The treasurer shall perform such other duties as may be assigned by the chapter president.

**Section 9. Duties of Vendor Board Member**

The chapter vendor board member shall attend all meeting and Executive Committee meetings of the chapter. The vendor board member shall act as liaison between the chapter and the vendor community. The vendor board member will not carry voting rights.

## **Section 10. Duties of Executive Committee**

The Executive Committee shall have the responsibility to make policy recommendations for the chapter; to review and recommend to chapter's annual budget; to establish rules and procedures for the Executive Committee and for the chapter; and to approve, modify or disapprove reports, resolutions or actions of members or committees of the chapter. The Executive Committee shall annually review the Bylaws.

## **Section 11. Vacancies**

The president shall fill any vacancies by appointment.

In the event the president shall be unable to fulfill tenure of the office, the president-elect shall act as president until scheduled election, at which time he/she shall assume the presidency.

When an officer leaves the field of healthcare purchasing or resigns his/her appointed or elected office, his/her unexpired term of office shall be filled by appointment by the president.

## **ARTICLE VI – Committees**

### **Section 1. Standing Committees**

There shall be standing committees as follows:

- A. **Program Committee.** The President-Elect shall act as chairman of the Program Committee. The members of this Committee shall be appointed by the President-Elect for a term of one year. The duty of the Program Committee shall be to plan the chapter meetings during the calendar year.
- B. **Membership Committee.** The members of this committee shall be appointed by the president for a term of one year. The duty of the Membership Committee shall be to promote membership in the chapter with the resources available from the national association.
- C. **Nominating Committee.** There will be a Nominating Committee for the chapter. The members will be appointed by the president. It shall be the duty of the committee to nominate at least two but not more than three candidates for election as president-elect, secretary and treasurer of the society. The committee shall submit names of candidates for the officer positions to the chapter secretary no later than August 1<sup>st</sup> of each year.
- D. **Executive Committee.** The Executive Committee shall be the four officers plus a member at large, to be appointed by the president.

E. **Scholarship Committee.** The Executive Committee will serve as the Scholarship Committee.

## **Section 2. Other Committees**

Special committees may be appointed by the president for special projects. The term of office for members of such committees shall be 10 months, and at the end of this term the committee shall be automatically discharged unless otherwise directed and authorized by the Executive Committee.

## **ARTICLE VII – Dues**

### **Section 1. Rate of Dues**

Minimum annual dues of the Chapter shall be established by the Executive Committee of the Chapter. Additional dues as recommended by means of a majority vote of the Executive Committee of the Chapter may be charged each member, with the approval of the membership. Dues for Associate Members will be assessed at an additional 75% of the regular membership rate to be consistent with the National Chapter of AHRMM. All dues shall be paid directly to the Chapter. No portion of the dues paid by any member shall be refundable because his/her membership is terminated for any reason. Any funds of property that may be donated to further the work or programs of the chapter shall become the property of the chapter, but shall be used for the purpose designed by the donor.

### **Section 2. Dues Delinquency**

The member who has not paid his/her annual dues by September 20th of each year shall be terminated, providing a prior notification of such delinquency has been sent to such member. (Membership year = October 1<sup>st</sup> thru September 30<sup>st</sup>)

## **ARTICLE VIII – Amendments**

These bylaws may be altered, amended or repealed by a two-thirds vote of the membership at a regular meeting or at a special meeting called for this purpose. Notice of proposed changes shall be sent to all members at least two weeks in advance of the meeting.