

Maine Association for Healthcare Quality

BYLAWS

December 2008

Reviewed and Revised 2/93, 1/95, 3/96, 11/99, 12/00, 12/01, 12/02, 5/05, 12/06, 12/07,
and 12/08.

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ARTICLE I-NAME

The name of this organization shall be **“MAINE ASSOCIATION FOR HEALTHCARE QUALITY,”** hereinafter referred to as the “Association.”

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ARTICLE II-PURPOSE AND OBJECTIVES

Section 1: The purpose of this Association shall be to support professional growth, development, and education of healthcare quality management professionals.

Section 2: The objectives of this Association shall be:

- A. To promote professional ethics and to facilitate communication, cooperation, and the sharing of knowledge;
- B. To evaluate the professional and educational needs of the membership and to provide educational tools, as necessary;
- C. To encourage, develop and provide continuity continuing education for all persons concerned with the promotion of quality healthcare;

Section 3: This Association is not, nor shall it ever become, a trade union or collective bargaining agency.

ARTICLE III-MEMBERSHIP

Section 1: Membership shall be granted to any person who has an interest in and agrees to support the purposes and activities of the Association, agrees to abide by the Bylaws and principles of ethics supported by the Association and such other rules and regulations the Association may adopt; and, who meets the additional criteria for membership described below:

A. **Individual:** Individual Membership shall be granted to those individuals with a professional interest in the promotion of healthcare quality. They shall be entitled to all membership privileges including the right to vote, hold office, committee appointment and to serve as delegate to the National Association for Healthcare Quality. Memberships are non-transferable.

Section 2: Application and Election-The Board of Directors shall adopt an application form and procedures to facilitate the consideration of applications for membership in the Association. The Board of Directors or representatives of the Membership Committee shall evaluate all applications and determine an applicant's eligibility for membership, based on the criteria set forth in these Bylaws and additional criteria as may be established by the Board of Directors.

- A. Any person desiring membership in the Association shall file a completed MAHQ application form accompanied by the appropriate dues. Membership Chair responsible for sending out renewal notices and membership applications.
- B. Qualified persons shall not be denied membership in this Association because of race, religion, sex, national origin, handicap or political affiliation.
- C. Only members in good standing will be eligible to vote.

Section 3: Non-member Status- A non-member, who wishes to attend an educational session of the Association, will be considered a guest. They shall complete a registration form for the meeting they wish to attend and have guest privileges for the day without the right to vote, hold office, or serve on committees. Guests may attend for a fee established by the Program Committee.

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ARTICLE IV-DUES

- Section 1:** To be in good standing, a member must have paid dues as prescribed by the Association.
- Section 2:** The fiscal year of the Association shall be from January 1 of one year through December 31 of that year.
- Section 3:** Annual membership dues for the subsequent membership year shall be determined by two-thirds (2/3) vote of the Board of Directors.
- Section 4:** Annual membership dues are payable on the anniversary of the membership date. Dues shall be payable to the Treasurer of the Association. Initial dues are payable upon application for membership. Late dues shall be for the full amount due, as established for that year by the Board of Directors.
- Section 5:** All Association monies must be used for the benefit of the Association.
- Section 6:** Members may resign from the Association at any time. No reimbursement of dues shall be made to a member for partial year membership.

ARTICLE V-OFFICERS

Section 1: The offices of the Association shall consist of the President, President-Elect, Immediate Past President, Secretary, Treasurer and member at large

Section 2: The officers shall serve for a term as defined in Section 5 with elections of the President-elect held annually, and Secretary and Treasurer every other year. Each officer may service no more than two consecutive terms in the same office.

Section 3: No member shall hold more than one office concurrently.

Section 4: Elections will be held in the fall of each year. Nominees for election will be introduced at the Fall Annual Association Meeting. Election ballots will be distributed following this meeting, to all members currently in good standing. Prior to the next board meeting, the Chairman of the Nominating committee will announce election results to the Board of Directors. Installation of Officers will take place in January. Officers will assume formal duties and responsibilities at that time. Members will be notified of the result by the President.

Section 5: The responsibilities of the officers shall be as follows:

A. The President

The President shall be the principal officers of the Association and must be a member of the National Association for Healthcare Quality. The President shall supervise and direct all of the business affairs of the Association subject to the direction and control of the Board of Directors. The President shall:

1. Issue notices for meetings of the Board of Directors and preside at all meetings of the full Association and Board;
2. Assures Board actions are in compliance the MAHQ Bylaws.
3. See that recommendations of the Board are carried out; report

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to the Board on the conduct and management of the Association; recommend the establishment of all special ad hoc committees;

4. Is an ex-officio member without vote on all standing Committees with the exception of the Nominating committee;
5. Appoint members as Chairs to all standing and special committees; (example: website)
6. Perform such other duties as prescribed elsewhere in the Bylaws or from time to time by the Board of Directors, and as are usual to this office.
7. Perform other duties as assigned and accepted.

ARTICLE V-OFFICERS

Section 5 (con't)

B. The President-Elect

The President-elect shall have served on the Board for at least one of the last three years and be a member of the National Association for Healthcare Quality. The President-Elect will assist the President in the discharge of the duties of the President, as the President may direct and shall perform other duties as may be assigned by the President or the Board of Directors. The President-Elect shall:

1. Perform the duties of the President in the event of the President's temporary absence;
2. Be an ex-officio member without vote on all standing committees except the Nominating Committee.

C. The Immediate Past President

The Immediate Past President shall assist the President and President-elect in the discharge of their duties as the President and President-Elect may direct. The Immediate Past President shall:

1. In the temporary absence of both the President and the President-elect, perform the duties and assume the responsibilities of the presidency until the return of either;
2. In the event of the President's inability to complete the term of office, assume the duties of the President;
3. Perform other duties as assigned and accepted.

ARTICLE V-OFFICERS

Section 5 (con't)

D. The Secretary

The Secretary shall be the principal recorder for all Board Meetings, and will serve a term of office of two (2) years. The Secretary shall:

1. See that records and reports of such meetings are kept;
2. Be responsible for the custody of the current non-financial Association records and files, and shall perform such other duties as are usual to this office;
3. Develop and maintain a scheduling calendar of necessary Association business deadlines, such as Bylaws revision
4. Send reminders to Board of upcoming scheduled events, if necessary
5. Be responsible for the historical records of the Association
6. Perform other duties as assigned and accepted.

E. Treasurer

The Treasurer shall be the principal financial officer of the Association and will serve a term of office of two years. The Treasurer shall have charge and be responsible for the maintenance of adequate books of accounts for the Association. The Treasurer shall:

1. Be responsible for the acceptance and custody of all Association monies including the deposit and disbursement of funds authorized by the board of Directors;
2. Be responsible for maintaining accurate records and membership dues.
3. Be responsible for issuing financial statements/reports; and for categorizing annual income and expenditures; perform other duties as are usual to this office;
4. Ensure that a member of the Board, or other qualified

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individual approved by the Board, conduct a yearly internal audit to verify activities and the accuracy of financial records and reports, with a report to the Board and the Association;

5. Perform other duties as assigned and accepted.

F. Member at Large

Up to 2 Members, Member(s) at Large will serve a term of one (1) year and be responsible for:

1. Attending board meetings
2. Responsible for participating and voting on Board decisions

Section 6: Vacancy of Office—In the event of a vacancy of Office is created due to death; resignation of or other permanent inability to complete a term, a Board member shall be chosen, in accordance with the conditions of this Bylaw's to fill the unexpired portion of the term.

- A. A vacancy in the office of the President shall be filled by the Immediate Past President per Article 5, Section 5.C.2. This appointment shall be for the unexpired portion of the term. In the event this is not possible, see Section 6B (below).
- B. A vacancy in the office of the President-Elect shall be filled by appointment by the Board of Directors. This appointment is subject to the approval of the membership by majority vote at the next business meeting of the Association.
- C. A vacancy in the office of the Secretary or Treasurer shall be filled by appointment by the President, with the approval of the Board of Directors. In the event a Board member cannot accept the position; this appointment shall be made from the membership at large. This appointment is subject to the approval of the membership by a majority vote at the next business meeting of the Association this appointment shall be for the unexpired portion of the term.

ARTICLE VI-BOARD OF DIRECTORS

Section 1: The Board of Directors shall consist of the officer and the standing committee chairpersons, who shall supervise, control and direct the affairs of the Association and determine policy and procedure changes within the limits of these Bylaws.

Section 2: The Board of Directors shall:

- A. Manage the affairs of the Association
- B. Approve presidential appointments and committee recommendations;
- C. Authorize disbursements of funds;
- D. Assure that, at a minimum, board meetings are scheduled four times a year
- E. Meet at least at such time and place as the Board may direct.

Section 3: Special meetings of the Board may be called by the President or called on the written request of at least three (3) Board members;

Section 4: Quorum: Two-thirds (2/3) of the members of the Board of Directors must be present in person to constitute a quorum for the transaction of business.

Section 5: The Board of Directors, by two-thirds (2/3) vote following due process, may remove any members of the Board if it is deemed that said member has not fulfilled their duties.

Section 6: No member of the Board may serve in more than one position on the Board of Directors concurrently.

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ARTICLE VII-COMMITTEES

Section 1: The Association shall have standing committees and special committees to conduct business as necessary under the general direction of the Board and in accordance with the Bylaws. Each Committee shall have an appointed Chairperson who shall serve on the Board of Directors and oversee the conduct of the named committee and ensure such functions to accomplish its charge. Each Chairperson shall submit an annual report of Committee functions and goals to the Board of Directors.

A. The standing Committees shall be

1. Bylaws, Policies and Procedures
2. Membership
3. Program/Education
4. Nominating
5. Newsletter
6. Finance

The Board of Directors shall establish special committees, as it deems necessary.

Section 2: The Chairperson of all committees shall be appointed by the President, subject to the approval of the Board, for a term of one (1) year or until their successor is appointed. Appointments to committees shall be approved at the board meeting following the annual meeting, except that vacancies may be filled at any regular meeting of the Board.

Section 3: Each committee shall report its activities to the Board at regular intervals. A record shall be kept of all committees through the minutes of the Board.

Section 4: Each Committee Chairperson shall provide an annual report of Committee activities and goals for discussion and action by the Board of Directors, at the final Board meeting of the calendar year. The minutes of this meeting shall also serve as a work document for the incumbent board of Directors.

Section 5: Each Committee Chairperson shall be responsible for ensuring effective transition of a newly appointed Chairperson into the office they are vacating.

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ARTICLE VIII-AMENDMENTS

These Bylaws may be altered, amended, or repealed and new Bylaws may be adopted by a majority vote of the Board of Directors, provided that such modification is also approved by the affirmative vote of a majority of the membership.

Section 1: Approval of the proposed amendments shall require a majority vote of the voting members in good standing present, and/or by written proxy provided all voting members of the Association have had an opportunity to review the changes at least ten (10) days prior to the vote.

Section 2: These bylaws will be reviewed by the board, every other year or as needed.

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ARTICLE IX-DELEGATE SELECTION TO NAHQ HOUSE OF DELEGATES

Section 1: Members with dual membership in NAHQ and the Association who are in good standing shall be eligible to represent the Association on the Leadership council at the Annual National conference. Delegates will be elected by the Board based on willingness to serve.

Section 2: The President and President-Elect will be given first and second consideration for the delegate selection by the Board providing they submit willingness to serve papers. If either is unable to attend, the Board will appoint another member.

Section 3: The Board may appropriate annual National Convention funds. The Treasurer will issue such funds directly to the National Association for the delegates selected. If the Board awards a scholarship for the NAHQ Annual Meeting and the recipient cannot attend, the Board may redirect the scholarship for an alternate to attend.

Section 4: The Association Board may provide a scholarship to the NAHQ Annual Meeting. The scholarship will be awarded following submission and review of an application by interested active MAHQ members. Selection of the scholarship recipient will be based on, but not limited to, the following considerations.

- Lack of financial support for healthcare quality education programs by the members employer and
- Interest in participating the CPHQ prep course offered at the NAHQ Annual Meeting
- (Cost of registration) Preference given to members who are serving or willing to serve on MAHQ committee's.

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ARTICLE X-DISSOLUTION

Upon dissolution of the Association, the Board of Directors, after paying or making provisions for the payment of all liabilities of the Association, shall act in accordance with Maine and Federal Laws.

- A. All liabilities and obligations shall be paid, satisfied, and discharged, or adequate provisions shall be made.
- B. B. Remaining assets shall be distributed among such charities as may be designated by the Board of Directors.
- C. The Board shall notify NAHQ of dissolution.

ARTICLE XI-IDE MNIFICATION

Section 1: Association members threatened with any type of litigious action by virtue of their Association roles, responsibilities, duties or participation in good faith in this Association's activities may be indemnified by the Association. This indemnification may be against reasonable expenses (i.e. Actual and responsible attorney fees) incurred in relation to such litigious action. This indemnification will not apply in matters in which the Association member is guilty of negligence or misconduct as determined by the Board and/or the Association's legal representative.

To afford additional protection under state law, the Association shall maintain incorporation status in the State of Maine.

ARTICLE XII-CODE OF ETHICS

The Association embraces and adopts the NAHQ code of Ethics (See Attachment A)

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ARTICLE XIII-MISSION AND VISION

MISSION

The mission of the Maine Association for Healthcare Quality is to improve the quality and safety of healthcare by advancing the theory and practice of quality management in healthcare organizations and to support professional growth, development, and education of healthcare quality management professionals.

VISION

The Maine Association for Healthcare Quality will be a resource for utilization, promoting and continuously striving to improve the practice of healthcare quality and safety principles in the State of Maine.

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ARTICLE XIV-POLICIES AND PROCEDURES

Section 1: To accomplish effective operations of the Associations business, Policies and Procedures will be developed, approved and implemented.

Section 2: Management of Policies and Procedures

- A. Association Committees are responsible for developing those policies and procedures relative to their respective responsibility. All policies and procedures will be submitted to the Board for approval prior to implementation. The originals will be submitted to the Board and the Chairperson will retain a copy.
- B. Policies and procedures originating from areas other than committees will be submitted to the Immediate Past President. The Immediate Past President will submit it to the Board for consideration, Board Approval for all policies and procedures will be required prior to implementation.
- C. At its discretion, the Board may solicit membership input on any policy and procedure prior to its approval.
- D. All policies and procedures are to be reviewed and revised annually by the December Board meeting.
- E. All Board approved policies and procedures will be retained permanently and will be maintained by the Immediate Past President.

These Bylaws are accepted by the membership and the Board of Directors of the Maine Association for Healthcare Quality this date of December 2008

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Annual Signature Revision Page

Cindy Bridgham

President

Jeff Gregory CPHQ

President Elect

Paula Dustin RN

Secretary

Betsy Shew CPHQ

Treasurer

Approved by MAHQ Association on 2/93, 1/95, 3/96, 11/99, 12/00, 12/01, 12/02, 5/05, 12/06, 12/07, and 12/08.

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Attachment A

Code of Ethics for Healthcare Quality Professionals*

Healthcare Quality Professionals recognize personal accountability and moral obligation to all customers served: clients, employees, employers, physicians, organizations, and the public. Healthcare Quality Professionals are committed to maintaining the integrity of the practice of quality and performance improvement. The key elements defining the standards of conduct for the Healthcare Quality Professional are: commitment, confidentiality, and relationships.

The Healthcare Quality Professional agrees to uphold and promote the dignity of the profession and is committed to:

- Practicing the profession with honesty, integrity, and accountability
- Maintaining the level of competency as outlined in the Standards of Practice for Healthcare Quality Professionals
- Seeking the trust and confidence of all customers
- Supporting the Standards of Practice for Healthcare Quality Professionals
- Respecting all laws, and avoiding involvement in any false, fraudulent, or deceptive activity
- Promoting the right of privacy for all individuals and protecting the maintenance of confidential information to the fullest extent permitted by law
- Using expertise to inform employers or clients of possible positive and negative outcomes of management decisions in an effort to facilitate informed decision making
- Giving credit for the work of others to whom it is due
- Aiding the professional development and advancement of colleagues
- Using the Certified Professional in Healthcare Quality (CPHQ) designation only after passing the written examination and adhering to standards established by the Healthcare Quality Certification Board (HQCB), and continuing to maintain those standards through the recertification process.
- Maintaining membership in professional organizations as a means of promoting quality and professional growth, avoiding the use of such membership for the sole purpose of solicitation of business or for personal financial gain

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- Dynamic/Evolving — We are changing to meet the needs of Healthcare Professionals and those they serve. We are constantly evolving to further our mission. In addition, the role of the HQ professional is constantly evolving.
- Proactive — We actively anticipate trends through industry involvement. We constantly reach out to current and prospective CPHQs/Other Health Care Professionals for insight and needs assessment.
- State-of-the-Art/State-of-Science — We are innovative and driven by new research, principles and techniques. We are dedicated to leveraging new technology and ideas.

* Referenced by NAHQ Code of Ethics

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ATTACHMENT B

POSITION/TITLE: Treasurer

ROLE: Fiscal Representative to the Association's

- Board of Directors
- Members
- Accountant (at the direction of the Board)
- Financial Institution

RESPONSIBILITIES:

- A. To generate and maintain accurate fiscal records for all Association financial activities including but not limited to:
 1. Fiscal Budget
 2. Summary for the Board with Revenue and expense summary (to the board) four times a year
 3. Bimonthly revenue and Expense Summary
 4. All financial-related transactions and inquiries, including, but not limited to, check writing, bonding, etc.
- B. Attend and participate in scheduled Board and full Association meeting.
- C. Draft and submit all fiscal policies and procedures for Board approval.
- D. Prepare and submit Annual Fiscal Summary to the Board and full Association. Can be posted on the MAHQ website in first quarter of the year.
- E. Ensure that member of the Board, or a Board designee, performs an annual internal audit to verify activities and accuracy of financial records and reports, with a report to the Board and the Association.
- F. Ensure adherence to all Finance Policies and Procedures.
- G. Orient incoming treasurer to all responsibilities

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ATTACHMENT C

FINANCE POLICY AND PROCEDURES

TOPIC: Fiscal Management

DEFINITIONS: Adherence to Annual Budget within +/- 5% to 10% unless the reason or rationale is approved by the Board. Handling of all financial transactions including writing checks to pay bills, and accepting funds to deposit to accounts.

POLICY: All budgeting will be prepared by the Treasurer and reviewed and approved by the Board and Association, and all financial transactions will be carried out by the Treasurer or President.

PROCEDURE:

- A. The Treasurer will prepare and present the Annual Budget to the Board of Directors within the first quarter of the fiscal year.
- B. The Treasurer will make any necessary revisions or adjustments and prepare the final draft of the Annual budget for the full Association.
- C. The Treasurer will receive and disburse all funds in accordance with Association Policies and Procedures.
- D. The Treasurer will reconcile and balance accounts for all financial transactions, both basic checking, money market account and Bimonthly Summary.
- E. The Treasurer will post transactions in appropriate sub accounts to maintain constant tracking of all incoming and outgoing funds.
- F. The Treasurer will reimburse funds on behalf of members of the Association if a receipt is provided. The Treasurer will complete a check request form and attach it to the receipt.

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G. The Treasurer will maintain orderly, concise and accurate records related to all financial transactions.

H. The Board will ensure that a member of the Board, or a Board designee, conducts an internal audit and results are reported to the Board of Directors and Association.

ATTACHMENT D

POSITION/TITLE: Membership Chair

RESPONSIBILITIES/PROCEUDRES:

- A. Treasurer confirms application and dues payment of new members and notifies the Membership Chair, President and Program Committee Chair. A copy of the application form is forwarded to the Membership Chair.
- B. New members, upon receipt of dues, will receive the following information under the web link Maine Association Healthcare Quality
 1. Welcome letter
 2. MAHQ bylaws
 3. Current Membership List
 4. Yearly Calendar, which includes Board contact information
 5. Last newsletter
 6. NAHQ information
 7. CPHQ Brochure
- C. The Membership Chair will maintain a current membership list including e-mail addresses and fax numbers, if provided.
- D. A current list of members will be provided to members at the Spring and Fall educational meeting as requested.
- E. Potential members requesting information will be provided with:
 - a. Interest Letter
 - b. Yearly Calendar, which includes Board contact information
 - c. Membership Application
- F. The MAHQ membership list will not be provided to a person/organization that is not a member of MAHQ unless approved by the Board.
- F. A renewal notice is sent to members as their current membership year-end approaches.

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ATTACHMENT E

NEWSLETTER COMMITTEE

RATIONALE:

The purpose of the newsletter is to inform the membership regarding association activities and as a liaison for NAHQ news affecting state members.

POLICY:

The Newsletter Committee will be responsible for creating the Association Newsletter focusing on the activities of the Association. The Chairperson or designee represents the Committee at Board Meetings.

PROCEDURES:

- A. A newsletter shall be comprised of information related to the activities of the Board and the Association. This information may include committee updates, Board updates, and information from NAHQ, a message from the President, remainders of elections etc, and the date and locations of educational sessions.
- B. Information for the newsletter will be obtained from the Board minutes, President and other established avenues.
- C. The newsletter chairperson will create a newsletter after each Board meeting.
- D. A template will be used to create the appropriate format.
- E. Once completed the newsletter will be transmitted via e-mail to the membership.

ATTACHMENT F**NOMINATING PROCEDURES**

POSTION/TITLE: Nominating Committee Chair
Nominating Committee Member

RATIONALE: Defining the responsibilities of the Committee will promote a consistent standard of practice in regard to the nomination and election processes of the Association, therefore fulfilling the mission of the Association.

POLICY: The Nominating Committee will be responsible for planning, implementing and evaluating the nomination and election processes of the Association. Activities of the Committee will be recorded and reported to the Board and to the Membership of the Association on a regular basis. An Annual Report will be submitted by the last Board meeting of the year. The Chairperson will be appointed by the President under whom he/she will serve. The Chairperson or designee represents the Committee at Board Meetings and sees that records are kept and submitted to the Secretary of the Association.

RESPONSIBILITIES/PROCEDURES:

- A. The nomination and election process will be implemented as follows:
1. The chair will invite two (2) members in good standing to join the Committee.
 2. The Chair may recommend two (2) members in good standing to succeed the Chair, if necessary.

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ATTACHMENT F

NOMINATING PROCEDURES

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B. Distinguished Member Award

The nominating process begins April 1st when nomination forms are sent to all members in good standing, requesting nominees for the Distinguished Member Award. Following the return date of April 15th, ballots and biographical sketches are mailed to members in good standing by May 1st, with a return date of May 15th. The name of the winner of the Distinguished Member Award will be announced at the discretion of the President. The traditional plaque will be presented by the Association President or designee at the Joint meeting with the Maine Hospital Association in June.

C. Election of Officers

The nomination process for election of officers begins in August, when nominating forms are sent to Association members, with a return date of August 15th. The Nominating committee will then verify eligibility criteria. Nominees are sent biographical forms and asked to respond by mail with a return date of August 30th. Ballots are compiled and mailed to members by Sept 15th with a return date of September 30th. Nominees will be introduced at the Fall Annual Association Meeting. Following this meeting, the ballots will be distributed. The Nominating committee will tabulate the ballots and the Nominating chair will notify the President of the results. The President will then notify all candidates. The results of the election will be reported to the board prior to the December Board meeting and to the general membership

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ATTACHMENT G

PROGRAM COMMITTEE PROCEDURES

POSITION/TITLE: Program Committee Chair
Program Committee Member

POLICY: Education programs will be offered to the membership of the Association at least three times a year. Additionally, a program may be planned in conjunction with the Maine Hospital Association Summer Forum.

RESPONSIBILITIES/PROCEDURES:

1. Maintain documentation of all programs, including the program announcement, attendance list, speakers' biographies and hand out materials and completed program evaluations.
2. The Program Committee will assume responsibility for preparing the first program of the coming year, as well as assisting the new membership at that program.
2. Determine the cost for facility
 - a. Arrange appropriate room set-up
 - b. Select luncheon menu, arrange refreshments and breaks
 - c. Arrange for any necessary audio-visual equipment and check equipment prior to the meeting
 - d. Notify host facility of head count of expected attendees

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(including speakers).

3. Arrange for program presenters and topics, based on Association members' interests whenever possible, a speaker's honorarium may be negotiated within the Program Committee's approved budget. As a courtesy, speakers are offered luncheon at Association expense.
4. Obtain brief professional biography. Send confirmation letter, agenda and directions to presenters. Call speakers one week prior to meeting to confirm.
5. Complete CPHQ education request and submit to HQCB for Continuing Education Units (CEU's)
6. At least three weeks before the program, distribute meeting announcements to all current Association members as shown on the most recent Membership list. Guests are welcome to attend.
7. Prepare agenda for distribution at the meeting.
8. Assure nametags for attendees at meetings.
9. Act as moderator and timekeeper during the program, cueing speakers, if necessary
10. Prepare Certificates of Attendance for distribution to attendees following the program.
11. Within one week of the program, send a letter of thanks to speakers and host. Include a summary of relevant program evolution responses and honorarium, if applicable.
12. Prepare Program Evaluations for distribution to attendees on the day of the program. Collect completed Evaluation following the program.

ATTACHMENT H

BYLAWS COMMITTEE PROCEDURES

POSITION/TITLE: Bylaws Committee Chair
The MAHQ Secretary
Bylaws Committee Members

POLICY: Maine Association for Healthcare Quality Bylaws will be reviewed, revised as needed and approved by the membership annually. The Bylaws are electronically transmitted to the National Association of Healthcare Quality annually, as part of the State Association Compliance activities.

RESPONSIBILITIES/PROCEDURES:

1. The Bylaws Committee Chair is appointed by the President for a two-year term to assure the Bylaws are maintained and revised as needed and approved by the MAHQ Board and Membership annually.
2. The MAHQ Secretary will facilitate the review and revision of the Bylaws, maintains the annual Calendar of Events to track the association business and remind Committee Chairs and the Board as functions come due.
3. The MAHQ President will send the National Association for Healthcare Quality the most recent edition of the Bylaws upon request.

Reviewed and Revised 2/93, 1/95, 3/96, 11/99, 12/00, 12/01, 12/02, 5/05, 8/06, 12/07, and 12/08.

