

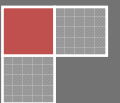
2008

Jayhawk Healthcare Administrators
Working for Kansas (JHAWK)

Organizational Bylaws

University of Kansas Medical Center
6/31/2006

Revised by
JHAWK Executive Board
7/16/2008



Jayhawk Healthcare Administrators Working for Kansas

Student Organization Bylaws

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ARTICLE I

Section 1: Name

The University of Kansas Medical Center, Department of Health Policy & Management: Jayhawk Healthcare Administrators Working for Kansas, hereafter referred to as "JHAWK".

Section 2: Objectives

The objectives upon which this chapter is organized are as follows:

- a) To promote educational development of skills necessary for the effective leadership in healthcare organizations.
- b) To provide information about career alternatives and job opportunities in the field of healthcare management.
- c) To develop an association with local and regional healthcare executive groups to enhance academic and career opportunities.
- d) To provide a method of involvement, recognition, and representation in the profession of healthcare management.
- e) To promote interaction among undergraduate and graduate students and faculty of the programs within the Department of Health Policy & Management
- f) To provide students and faculty in the Department of Health Policy & Management a forum for dialogue concerning the academic program and career planning.

Section 3: Program

The objectives of this organization shall be furthered through discussions with invited guests, seminars, projects, and other activities.

ARTICLE II

Membership

Section 1: Eligibility

- a) Full Membership.
Any full-time or part-time program student with interest in healthcare management shall be eligible for Full Membership status in the JHAWK upon admission into the Health Policy & Management program.
- b) Ex-Officio Membership.
Members of JHAWK are eligible upon graduation for Ex-Officio Membership.
- c) Honorary Membership.
Any person, except a regularly enrolled student, who, because of deep professional interest and an outstanding contribution to JHAWK shall be eligible to be elected an Honorary Member.

Section 2: Termination of Membership

Membership in JHAWK shall be terminated automatically if the member does not meet criteria established in Article II, Section 1.

ARTICLE III

Meetings

JHAWK Executive board members shall hold an executive member meeting on the initial Monday of each month, subject to modification by the Executive board. Other meetings may be called as requested by the President.

The JHAWK Executive board shall organize and hold quarterly meetings open to all members of JHAWK. The objective of these meetings are as follows:

- a) Review items since last quarterly meeting,
- b) Obtain JHAWK member feedback,
- c) Identify and document action items for the impending quarter

ARTICLE IV

Voting and Quorum

A quorum for the conduct of meetings shall be one-half of active voting members. Voting privileges will be reserved for members with a dues balance of zero. Any voting member may call for a quorum. Matters submitted to vote shall be determined by a majority. Only Full Members, as defined in Article II, section I (a), are eligible to participate in the voting process.

ARTICLE V

Officers

Section 1: Composition and Election

Chapter officers shall be a President, Vice-President, Information Officer, Outreach Officer, Liaison Officer, Planning Officer, and Treasurer. They shall be elected from the quorum of Full Membership, as indicated in Article II, Section 1(a), during the Spring Semester.

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a) President

- Represent JHAWK at campus leader's groups meetings (e.g. Presidents Roundtable and Presidents Summit).
- Maintain up-to-date communications with national organization contacts (e.g. ACHE, HIMSS, etc.), KUMC HP&M Department Head and Faculty Advisor.
- Distribute information received in a timely and efficient manner.
- Oversee the coordination of programming (speakers, etc).
- Oversee the development of a monthly newsletter to the JHAWK members, faculty and staff, and other interested parties.
- Examine the Mission and Vision for each academic year to ensure that they coincide with the Mission, Vision and Values of JHAWK and the needs and goals of the students that they serve.
- Plan officers meetings, set the meeting agendas and facilitate the meetings.
- Responsible for the ongoing development of the organization, including organizational development and membership recruiting.
- Make adjustments to the duties of other officers based on their strengths, weaknesses, availability, etc.

b) Vice-President

- Assume the responsibilities of the President in his/her absence or at the request of the President.
- Develop and maintain JHAWK bylaws
- Oversee the development and maintenance of the JHAWK website

c) Information Officer

- Send email reminder to all Board members of upcoming JHAWK Executive Board meetings
- Create and email the meeting agenda to all Board members prior to the JHAWK Executive Board meeting
- Take notes at JHAWK Executive Board meetings and distribute meeting minutes in a reasonable period to the Board members of the Student Chapter JHAWK Executive Board
- Collect all Executive Board members class schedules, contact information and distribute to all Board members at the beginning of the semester
- Email reminders of upcoming events to all Board members
- Create and handle sign in sheets at JHAWK events including lecture series
- Maintain a master list of all JHAWK members
- Analyze survey results from JHAWK lecture series

d) Outreach Officer

- Initiate at least one large-scale fund raising activity per year (EG. Send a letter to each Hospital CEO in the state of Kansas, asking for donations.)
- When possible, initiate small scale fund raising activities.

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- Become familiar with the campus rules and regulations regarding acceptable practices for fundraising.
- Conduct outreach efforts to stimulate awareness of our program and the students that we represent to the health care community.
- Work with health care companies to encourage development and continuance of both internships and fellowships for MHSAs students.
- Organize philanthropic event(s):
 - Such events shall include, but not be limited to: adopt-an-elder program, canned food drive, KUMC Street Fair participation etc.

e) Liaison Officer

- To be accountable for keeping in contact with the Faculty through attendance at meetings, e-mails, and in person
- Represent the views and concerns of the Health Policy and Management student body to the faculty concerning: program design, course work, suggestions and ideas, invitations, and other communications
- Represent JHAWK at New Student Orientation
- Summarize the faculty's discussions at their meetings and present them to the Board members
- Attend the majority of JHAWK social events, meetings, and classes so they may have a more accurate understanding of the needs and feelings, which they represent
- Attend and participate in all Alumni meeting upon invitation and work to maintain high relations with this group
- Be a member of, and attend University of Kansas Medical Center Student Graduate Committee meetings to represent the students of the MHSAs program
- Coordinate elections for next school years JHAWK Executive Board

f) Planning Officer

- Oversee recruitment of guest speakers each month from local organizations to speak on health care topics
- Oversee/coordinate all aspects of JHAWK Lecture Series events including food, drinks, and informative flyers
- Plan monthly birthday Happy Hours and/or social events each month
- Communicate scheduled activities to members through mass emails and post information on the JHAWK website and to appropriate portals such as my.kumc.edu, and posting flyers around campus if necessary
- Attend the activities organized and encourage others to attend such activities.
- Coordinate (or oversee if graduating) graduation dinner and all related aspects

g) Treasurer

- Ability to provide and present financial statements to the JHAWK Board and relate the organization's financial position.
- Provide relevant financial information to members as requested, to ensure members clearly understand allocation of organizations funds.

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- Monitor income and expenditure to ensure JHAWK Board maintain budgetary restraints.
- Monitor and see that accurate accounts are kept of the control, receipt and custody of all assets of the Board, and disbursements and disposal of assets as authorized by the Board.
- Report receipt, use, and disbursement of all assets of the Board.
- File retailer's tax return with the Kansas Department of Revenue for filing period.
- Apply and attend Graduate Student Council, Student Governing Council, and Medical Student Assembly for food and non-food funding. If unable to attend, the treasurer must find a replacement.
- Be knowledgeable and up-to-date on all rules and regulations regarding proper usage of JHAWK funds.

Section 2: Terms of Office

Chapter officers shall be elected for a period of one year, during the Spring Semester and ending in the Spring Semester of the following year. Vacancies shall be filled with a call for a special meeting of the membership.

ARTICLE VI

Amendments

Amendments to the bylaws of JHAWK shall be proposed in writing to the officers. Notice of the proposed amendments shall be provided to members not less than two weeks prior to the meeting at which they will be considered for approval by membership.

ARTICLE VII

Parliamentary Procedures

Robert's Revised Rules of Order shall contribute the parliamentary authority in all matters not covered by the bylaws of JHAWK.

Article VIII

Dissolution

Upon dissolution of JHAWK, all assets will be transferred to the Department of Health Policy & Management at the University of Kansas Medical Center, and these assets will be restricted for student use only.