

SOUTHERN CALIFORNIA ASSOCIATION
FOR HEALTHCARE DEVELOPMENT
(SCAHD)

BY-LAWS

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PREAMBLE

In order to serve the interests of all persons directly involved in healthcare philanthropy in Southern California, the Southern California Association for Healthcare Development (SCAHD) is organized:

- To promote the importance of philanthropy, volunteerism and the role of not-for-profit healthcare institutions and organizations.
- To provide comprehensive education and accreditation programs to members.
- To foster adherence to established professional standards, ethical conduct and a commitment to services.
- To facilitate the sharing of expertise among colleagues.
- To encourage the establishment of comprehensive development programs in healthcare institutions and organizations.

ARTICLE I

NAME

Section 1.1 The name of this organization shall be THE SOUTHERN CALIFORNIA ASSOCIATION FOR HEALTHCARE DEVELOPMENT (SCAHD).

Section 1.2 For the purpose of this Association, Healthcare Development is defined as “the activities or programs to provide the necessary planning and resources to achieve the short and long-range objectives for improvement and expansion of healthcare services and other related activities.”

ARTICLE II

PURPOSES

The principle purposes of the Southern California Association for Healthcare Development are:

- The adoption of standards and ethical practices.
- The professionalization of personnel engaged in the field of healthcare development
- The exchange of information and fellowship
- The education of members, their employers, their governing bodies, their communities and the public at large.

ARTICLE III

MEMBERSHIP

Section 3.1 **Types of Membership**

Active. Individuals employed by any voluntary, not-for-profit or governmental healthcare organization or institution whose primary responsibility is fund development.

Individuals who are involved in fostering the purposes, programs, or activities of the Association. This includes: Trustees and other Volunteers, non-development administrators of non-profit healthcare organizations; and those employed by proprietary healthcare institutions.

Individuals providing consulting or other specialty services to healthcare institutions and health-related organizations.

Membership may be extended to college students interested in Fund Development in Healthcare.

All shall be voting members.

Life. May be awarded to individuals who have contributed significantly to the advancement of the Association and who shall have been recommended for Life membership by the Executive Committee of the Association to the Board. Such membership shall be granted at the discretion of the Board. They shall be voting members.

Honorary. May be conferred to individuals who have made noteworthy contributions to the Association or to the general field of healthcare development. Honorary members shall be nominated for membership by the Executive Committee and approved by the majority of the membership present and voting at any regular scheduled meetings. They shall be non-voting members.

Retired. May be conferred to individuals who have been an Active member in good standing for at least five (5) years and are fully retired from the profession of fund development. Such membership shall be granted at the discretion of the Board. They shall be non-voting members.

All classes of members except life, honorary and retired shall pay dues.

All members will be considered in good standing during the year in which their dues are current, irrespective of their employment status.

Section 3.2 Application for membership shall be prescribed by the Board of Directors. The Board of Directors shall have the right to screen and accept or reject any new or renewed membership. Candidates for honorary membership require the additional approval of a majority vote of the membership at the annual meeting.

Section 3.3 Individuals may be admitted to membership from outside Southern California upon the request of the individual applicant and subject to the approval of the Board of Directors, but it shall not be the policy of the Association to recruit members from outside of Southern California.

Section 3.4 An authorized representative of any Federal or other agency or organization who desires to participate in the activities of the Association but is not authorized to pay dues, may be extended the privileges of membership by the Board of Directors.

Section 3.5 The fiscal year of the Association shall extend from January 1 to December 31.

Section 3.6 **Responsibility of Members**

- (a) **Dues.** Membership dues shall be assessed with each new application for active membership and shall be assessed annually thereafter, except for life, honorary and retired memberships. The amount of the dues shall be recommended by the Executive Committee. Members shall be notified of their upcoming renewal within sixty (60) days of their anniversary date. A second notice will be sent within thirty (30) days of their renewal. A FINAL NOTICE will be sent via e-mail and/or USPS upon their Anniversary Date. Member's failure to renew during this process shall be removed from ACTIVE membership on day thirty (30) after their Anniversary Date.
- (b) Members shall give strict adherence to ethics and standards set forth by the SCAHD Code of Ethics. Violation of such ethics and standards are cause for removal from membership, after review and recommendation by the Executive Committee, and ratification by a majority of those members present and voting at any regular scheduled meeting.

Section 3.7 **Privileges of Members.**

The following privileges are extended to all active members in good standing:

- (a) Attendance at all meetings, seminars, special institutes and social events. Notice of all meetings, seminars, institutes or social events shall be e-mailed/ mailed to members within six (6) to two (2) weeks in advance of all such functions/ meetings.
- (b) Full voting powers on all matters relating to amendments to the by-laws, membership, candidates for office and other special proposals or programs. Should any active members be unable to attend meetings at which a vote is taken, they may vote by a signed proxy filed with the Secretary of the Association at least five (5) business days prior to the meeting.
- (c) Members shall have the privilege of receiving such publications and other information and services as may be determined by the Board of Directors.
- (d) Permission to use the designation of membership in the Association as demonstration of his/her qualifications as a healthcare development professional.

ARTICLE IV

OFFICERS AND BOARD

EXECUTIVE COMMITTEE

Section 4.1 **Executive Committee:** There shall be an Executive Committee composed of the President, the Immediate Past-President, the President-Elect, the Secretary, and the Treasurer. The President shall be Chairman of the Executive Committee. The Executive Committee shall have the power to act in behalf of the Association and its members under the guidelines set forth in the Corporate Code of the State of California.

Meetings of the Executive Committee shall be called as needed by the President.

OFFICERS

Section 4.2 **The President** when present shall preside at all meetings of the Association and of the Board of Directors and shall serve ex-officio on all committees.

Section 4.3 **The President-Elect** shall perform the duties and have the powers of the President during the absence or disability of the President and will perform such duties and have such other powers as the Board of Directors may from time to time designate.

Section 4.4 **The Secretary** shall keep accurate and complete minutes of all meetings, shall work with the Administrator to assure that proper notice of all meetings of the Association and of the Board of Directors, and discharge all other duties properly pertaining to this office.

Section 4.5 **The Treasurer** shall manage and account for all funds of the Association, and discharge all other duties properly pertaining to that office. A written detailed financial statement will be submitted for discussion at each Board Meeting and an annual finance statement will be read and presented at the Annual Meeting.

Section 4.6 **The Immediate Past President**, shall Chair and appoint a Nominating Committee of at least three (3) members of the Association, in addition to the current President, and the President-Elect. This committee shall prepare annual nominations for officers to be elected at the annual meeting.

The Nominating Committee will invite nominations from the membership for all Officer and Board Positions 90 to 45 days in advance of the annual meeting.

BOARD OF DIRECTORS

Section 4.7 There shall be a Board composed of the Chairs of Standing Committees; including, but not limited to:

- a. Annual Meeting
- b. Membership/Placement
- c. Professional Development Seminar
- d. Program

- e. Legislation
- f. AHP Liaison.
- g. AFP Liaison
- h. Los Angeles Council of Charitable Gift Planners Liaison

ARTICLE V

COMMITTEES

Section 5.1 The Executive Committee will consist of the officers of the Board of Directors.

Section 5.2 The Board of Directors will consist of the Association Officers and Chairmen of standing committees. The Board of Directors will be responsible for the management and fiscal control of the Association between annual meetings for the membership, and will have all the powers ordinarily vested in the controlling board of similar organizations.

Board of Directors members shall be active members of the Association.

Five (5) members of the Board of Directors will constitute a quorum at any regular or special meeting of the Board. When a quorum is present at any meeting, a majority of those present will decide any question brought before such meeting.

Meetings of the Board of Directors shall be held prior to and on the same day as membership meetings of the Association and/or may be held whenever called by the President.

Section 5.3 The Board of Directors will have the authority to create standing and special committees, and with such purposes and powers as it may determine. The President will appoint the chairmen and members of such committees, unless specifically named by the Board of Directors.

ARTICLE VI

NOMINATIONS/TERM OF OFFICE

Section 6.1 There shall be four principal officers of the Association: President, President-Elect, Secretary and Treasurer. Candidates for each office shall be active members in good standing, and their names shall be submitted by the Nominating Committee to the voting members of the Association at least thirty (30) days prior to the Annual meeting. Members shall have the opportunity to nominate additional candidate(s) for each office from the floor at the Annual meeting and candidate(s) for each office shall be elected by a majority of the voting members present or voting by proxy.

Section 6.2 **Terms of Office**

All officers and board members shall be elected for the term of one year and no officer or board member shall succeed themselves in the same office for more than three (3) consecutive terms. Individuals who have served as an officer or board member may

be re-nominated and re-elected for the same office or board post after one (1) full intervening year.

Section 6.3 Resignations

In the event the President resigns during their term of office, they shall be automatically succeeded by the President-Elect. In the event the President-Elect resigns during their term of office, or accedes to the presidency by virtue of the President's resignation (or inability to act), the Nominating Committee shall call for an election in accord with the by-laws to fill the vacancy. In the event the Secretary or Treasurer resigns during their terms of office, a successor or successors shall be appointed by the President then in office.

ARTICLE VII

MEETINGS

Section 7.1 The annual meeting of the Association for the election of officers and the transaction of other business shall be held at a date and place to be determined by the Board of Directors.

Section 7.2 Special meetings of the Association shall be held whenever called by the President.

Section 7.3 Written/Electronic notices of the place, day and hour of each meeting, annual or special, shall be given by the Administrator to all members at least ten days before the time of such meeting. Notice for all special meetings shall set forth the object for which the meeting is called.

Section 7.4 At any meeting of the Association, not less than 10% of the total voting membership either present or represented by a written proxy from a member in good standing shall constitute a quorum for the transaction of business. When a quorum is established at any meeting a majority vote shall decide any questions brought before such meeting.

ARTICLE VIII

CODE OF ETHICS

Each member of the Association shall be expected to abide by the SCAHD Code of Ethics governing their individuals and corporate conduct. The Code of Ethics shall be recommended and approved by the Executive Committee. The Code of Ethics shall be attached to these by-laws and shall be distributed to all classes of members.

ARTICLE IX

PRINCIPAL OFFICE

The principal office of the Association shall be the office of the Administrator.

ARTICLE X

DISPOSITION OF ASSETS

In the event this organization does not, will not or is unable to pursue its intended purposes, all remaining assets will be equally divided as a contribution to the institutions represented by various members in good standing. No funds will be distributed to for-profit organizations. No partnership between members is agreed upon, nor may financial commitments upon the members be made or implied without consent of the members.

ARTICLE XI

AMENDMENTS

These by-laws may be amended at any meeting of the Association by a two-thirds vote of the members present and voting provided that in all cases where it is proposed to amend the by-laws, notice of meeting at which an amendment of the by-laws is to be acted upon is given.