

BYLAWS OF THE ASSOCIATION FOR FUTURE HEALTHCARE EXECUTIVES AT THE OHIO STATE UNIVERSITY

ARTICLE I. ORGANIZATION PURPOSE

Section 1. Purpose

The Association of Future Healthcare Executives at The Ohio State University is committed to the following objectives.

- a. To promote an environment conducive to educational and ethical development of personal, professional, and social skills in a manner that will enhance the attainment of effective leadership in health services organizations.
- b. To provide a vehicle for constructive student involvement, recognition and representation in the profession of health services administration.
- c. To develop an association with local and regional health services executive groups to enhance academic and career opportunities.
- d. To establish congruence between graduate and professional continuing educational activities to foster a skillful and sensitive approach to health services administration.
- e. To inform members, potential members, and others in the community of the purposes of the American College of Healthcare Executives, its goals, programs, and benefits, and reason for advancing in status within the College. This Chapter is thereby a mechanism to exemplify and encourage pride in the profession of health services administration.
- f. To provide students and faculty in health services administration and programs of related health professions with a forum for professional dialogue.
- g. To encourage membership in the national organization of the American College of Healthcare Executives.

ARTICLE II. MEETINGS OF MEMBERS

Section 1. Annual Meeting

The Annual Meeting shall be held at a time and place to be determined by the Executive Board at which time the election of the Chairs and Executive Board shall take place.¹ The Annual Meeting will discuss and make clear the AFHE Bylaws and Constitution to all members. In acknowledgment of the review of these binding documents, members will submit in writing the agreement of the terms and conditions listed herein.²

Section 2. General Body Meeting

The General Body Meeting will be a semi-regularly held meeting for all AFHE members that serves the purpose of the AFHE. The Executive Board is responsible for holding 1-2 General Body Meetings a month, or as discussed by the Executive Board.

Section 3. Special Meetings

Special meetings shall be held when called by the Executive Board.

Section 4. Notice of Meetings

The Communications Chair as directed by the Executive Board shall give notice of meetings.

Section 5. Quorum

At any meeting of the Executive Board, a majority of the Chairs then in office shall constitute a quorum. Any meeting may be adjourned from time to time by a majority of the votes cast upon the questions, whether a quorum is present, and the meeting may be held as adjourned without further notice. Each active member in good standing, a due-paying member, shall be entitled to one vote upon any matter coming before the AFHE.

ARTICLE III. MEMBERSHIP

Section 1. Membership

In order to be a member of the AFHE, individuals must currently be enrolled as a graduate student at The Ohio State University.

Section 2. Membership Dismissal

A member can be removed from the organization for inappropriate or unprofessional behavior as determined by the AFHE Executive Board through a majority vote.

¹ See AFHE Bylaws Article III, Section 1

² See AFHE Code of Ethics

Section 3. Non-Discrimination Policy

The AFHE and its members shall not discriminate against any individual(s) on the basis of age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, protected veteran status or any other basis in accordance with these guidelines

ARTICLE IV. DUES

Section 1. Amount

The amount of membership dues shall be determined by the Executive Board. First-year prospective members shall remit payment of sixty dollars (\$60.00) to the Treasurer. Second-year re-occurring or new members shall remit payment of sixty dollars (\$60.00) to the Treasurer. Third-year re-occurring members shall remit payment of sixty dollars (\$60.00) to the Treasurer. All funds must be submitted to the Treasurer by the requested due date set in writing. Failure to pay membership dues by the requested payment date will authorize AFHE to revoke any or all privileges of the prospective member from attendance of events and/or participation in AFHE-related activities.

Section 2. Fiscal Year

Each dues payment shall cover the fiscal year of the club, which is from the first day of the Fall Semester through the last day of the Spring Semester, following year.

Section 3. Unpaid Dues

All members of the board, including student members, will be held to the financial obligation of annual membership dues. Any violation of these dues will be addressed within 24 hours by the Treasurer and President. If alternative payment options are unavailable and the board member refuses to pay dues, they will be removed from the board effective immediately.

ARTICLE V. GOVERNING BODY

Section 1. Executive Board

The governing body of the organization shall be the Executive Board, consisting of the elected chairs of the AHFE and 1 additional member, of whom one shall be the First-Year Representative. Members of the Executive Board must be in good academic and professional standing upon election. Each prospective Executive Board member is prohibited from election if the actor knowingly violates any provision within the documentation of the

Constitution³ prior to election. Additional members may be elected at the Annual Meeting of the AFHE, or when their successors have been chosen.

Section 2. Responsibility

The Executive Board shall have full power to carry out the purposes of the AFHE and shall have general charge and control of its affairs, funds, and property, but shall not have the sole right to amend this Constitution. It is responsible for setting immediate goals for the current administrative year and long-range goals for future AFHE achievement.

Section 3. Planning

The Executive Board shall meet as needed, by the discretion of the President, to plan the activities of the AFHE and to review the general organization situation. The Communications Chair will be responsible for notifying each member of the Executive Board and reserving a location for all meetings. At such meetings, a majority constitutes a quorum. The Executive Board shall have full power to act on all applications for membership.

Section 4. Social Media

The following sections will describe the responsibilities of the Executive Board in cultivating and maintaining an AFHE presence in social media.

1. Website

The AFHE Website shall be maintained by the Communications Chair of the Executive Board. This includes, but is not limited to, updating news events and pictures. The President and Vice President will also have access to the website, in the absence of the Communications Chair.

2. Facebook, Instagram and LinkedIn Page

Although there is no official Facebook page for the AFHE, Executive Board members maintain the right to post events and news items on the “MHA Class of __ & __” Facebook page. The Communications Chair should be aware of all posts (Instagram and Facebook) and control the integrity of the page by omitting posts that are inappropriate, spam, or personal posts that may not be appropriate for a closed group.

ARTICLE VI. DUTIES OF CHAIRS

³ See AFHE Constitution

Section 1. Chairs

The Chairs shall be the administrative body of the AFHE and shall consist of a President, Vice President(s), Communications Chair, Treasurer, Diversity Enhancement Chair, Social Programming Chair, Fundraising Chair, Professional Development Chair, and Community Service Chair. All Chairs shall be elected as provided in the Bylaws.⁴

Section 2. President

The President, or in that chair's absence, the Vice President, shall preside at all meetings of the AFHE and Executive Board. The President shall appoint all committees except as otherwise provided by these Bylaws and perform such other duties as may be required by custom or by the welfare of the AFHE or by request from the AFHE Alumni Association including, but not limited to, the completion of the AFHE Annual Report forms. The President serves as a representative on all AFHE sub-committees (Diversity and Inclusion, Case Competition, Fundraising, and Silent Auction). The President is responsible for meeting regularly with other College of Public Health Student Organizations, the Dean of the College of Public Health, and the Department of Health Services Management and Policy (HSMP) Faculty to ensure the efforts of AFHE supplement curriculum and other College of Public Health offerings. The President must be present on monthly Alumni Association conference calls to share student perspectives. The President must also attend annual training conducted by the Office of Student Life to maintain AFHE's status as an active student organization. Should any unforeseen duties or responsibilities arise throughout the year, the President is responsible to ensure a fair distribution of such duties among the AFHE Chairs.

Section 3. Vice President

In the temporary absence of the President, the Vice President shall be designated by the president to exercise and perform his/her duties. At other times, the Vice President shall carry out such duties, such as heading important committees of the AFHE, as may be delegated by the President to the Executive Board. The Vice President is responsible for the planning and execution of the organization's annual MHA first-year case competition. The Vice President chairs and manages the Case Competition Committee.

Section 4. Communications Chair

The Communications Chair shall keep a record of all meetings of the organization and Executive Board. The Communications Chair shall be the custodian of the records of the AFHE, conduct correspondence, and have

⁴ See *infra* AFHE Article VI. Elections

charge of the membership and mailing lists. The Communications Chair shall notify all members of AFHE meetings and shall keep available for inspection by the AFHE members, copies of the Constitution and Bylaws. The Communications Chair is responsible for sending requests, reserving rooms, and updating information on all interfacing e-mail related calendars for AFHE-sponsored events and meetings. The Communications Chair should attend all HSMP Faculty meetings and share pertinent information with the Executive Board. The Communications Chair should communicate with the general membership all appropriate meetings, notes, locations, and events that take place, unless deemed otherwise by other Executive Chairs. The Communications Chair shall perform other duties of the office and as assigned by the Executive Board or President. Additionally, the Communications Chair must sit on the Case Competition Committee.

Section 5. Treasurer

The Treasurer shall be authorized to collect all monies payable to the AFHE shall be charged with keeping the funds of the AFHE, and from such funds shall make the necessary disbursements. The Treasurer shall keep the organization's financial accounts and shall enter in detail all receipts and disbursements, update the financial ledger, and report out to the Executive Board. As follows, the treasurer is designated as the purchaser for all related AFHE activities. The Treasurer shall be authorized to open an account in the name of the AFHE and deposit all funds therein. The Treasurer shall make an annual statement and report to the AFHE or, when required, to the Executive Board, and perform other duties of the office as assigned by the Executive Board or President. The Treasurer must also attend annual training conducted by the Office of Student Life to maintain AFHE's status as an active student organization. The Treasurer must sit on the Case Competition Committee.

Section 6. Diversity Enhancement Chair

The Diversity Enhancement Chair shall be responsible for coordinating diversity-promoting events and for serving as an overall champion of diversity for AFHE. The Diversity Enhancement Chair shall lead the Diversity and Inclusion (D&I) committee within AFHE, serve on the Diversity Committee of the College of Public Health Alumni Society, and also be a contributing member of the College of Public Health Diversity Enhancement Committee. The Diversity Enhancement Chair shall serve as a liaison between AFHE and each of these committees and is responsible for providing input to the faculty and Alumni Society regarding diversity-related events. The Diversity Enhancement Chair is expected to attend all committee meetings and is responsible for designating a substitute if he/she is unable to

attend. The Diversity Enhancement Chair shall perform other duties of the office as assigned by the Executive Board or President.

Section 7. Programming Chair

The Programming Chair shall be appointed to organize and plan the social events within the scope of the AFHE culture and membership. The Programming Chair is responsible for creating the first-year welcome video and end of the year video. It is the duty of the Programming Chair to maintain balanced and proper social conduct that accurately represents the AFHE organization and reflects the integrity and moral conduct of social interactions. The end of year AFHE celebration is under the leadership of the Programming Chair.

Section 8. Fundraising Chair

The Fundraising Chair shall organize and facilitate fundraising events for the AFHE. The Fundraising Chair sets the fundraising goals and requirements for any AFHE member requesting to receive funding. The President shall work actively and collaboratively with the Fundraising Chair to maintain the integrity and reasonable parameters of all fundraising goals. The Fundraising Chair shall actively facilitate and maintain relationships with multiple parties to ensure members have fundraising support.

Section 9. Professional Development Chair

The Professional Development Chair must plan and organize professional development events. The role includes developing and fostering professional relationships with alumni, students, and members in an effort to enhance professional programming through the AFHE. The Professional Development Chair will lead and facilitate the annual etiquette lunch and the committee will follow the lead of the Professional Development Chair to schedule all professional development programs. It is imperative the Professional Development Chair remains attentive and active with the alumni network in order to seek out new opportunities for AFHE members and forms relationships that accurately represent the conversations and connection between the alumni society and the AFHE general body.

Section 10. Community Service Chair

The Community Service Chair shall plan and lead community service events for members. The Chair is responsible for maintaining active communication with the College of Public Health and local organizations to develop both new and ongoing opportunities to improve the community. The Community Service Chair shall assist the Executive Board with additional tasks to support and maintain the integrity of the AFHE events. The Chair will lead the

planning and development of the silent auction during the Management Institute and is required to actively engage and participate with current members.

Section 11. First-Year Representative

The First-Year Representative shall represent the first-year cohort with accurate and objective feedback to support the efforts of the AFHE. The First-Year Representative appointed shall hold themselves available to their respective class to facilitate fluid communication between parties.

Section 12. Other Standing Chairs

Standing Chairs, if necessary, shall be appointed by the President and shall carry out the details necessary to the office to which appointed.

Section 13. Committee Members

Chosen Committee Members shall be responsible for supporting the respective Chair and leading the committee. Committee Members will uphold the values and mission of their respective committee. Upon approved absence of the Chair by the President, a Standing Chair will attend the Executive Board meeting as a representative of the committee members and absent Chair. The Standing Chair shall accurately report all communication to the absent chair upon completion of the session.

ARTICLE VII. ELECTIONS

Section 1. Nominating Committee

The President, with the approval of the Executive Committee, shall appoint a nominating committee. The nominating committee shall present to a meeting of the AFHE called for that purpose a list of nominations for the positions of President, Vice President, Communications Chair, Treasurer, and any additional members for any or all of these positions when properly made from the floor.

Section 2. Annual Election

The annual election shall be held at the Annual Meeting designated by the Executive Committee.⁵ Newly elected Chairs will take office on July 1.

Section 3. President's Term

The President shall be elected for a one-year term and shall not serve more than two consecutive one-year terms.

⁵ See *supra* AFHE Bylaws Article I. Section 1. Annual Meeting

Section 4. Chair Vacancy

Vacancies occurring in any office, except the Office of the President, shall be filled for the remainder of the unexpired term by the Executive Board. In case of a vacancy occurring in the Office of the President, a Vice President then in office shall serve as President for the remainder of the unexpired term, and the Executive Board shall fill the vacancy of the Vice President for the remainder of the unexpired term.

Section 6. Notification of Election Results

Notification of election results shall be transmitted upon collection, counting, and validation of votes to the AFHE and OSU MHA Program Director.

ARTICLE VIII. SPECIAL COMMITTEES

The President from time to time may appoint such additional or special committees (i.e., Scholarship Committee, Schools Committee, Program Committee, Membership Committee) as is advisable. No committee shall take any action committing the AFHE without the express authorization of the President. Action by any committee shall be upon an affirmative vote of a majority of its members.

ARTICLE IX. ALUMNI ASSOCIATION

Chairs and committees of the AFHE shall cooperate with chairs, regional directors, committees, and staff of the American College of Healthcare Executives (ACHE) in carrying out the purposes of the latter Association and adhere to ACHE requests and policies.

ARTICLE X. AFHE TRADEMARK POLICY

AFHE is the owner of all right, title, and interest in and to each of the Marks, free and clear of all Liens and other adverse claims. All Marks that have been registered with the United States Patent and Trademark Office are currently in compliance with all formal legal requirements (including the timely post-registration filing of affidavits of use and incontestability and renewal applications), are valid and enforceable, and are not subject to any maintenance fees or taxes or actions falling due within ninety days after the Closing Date. No Mark has been or is now involved in any opposition, invalidation, or cancellation and, to the Company's knowledge, no such action is threatened with respect to any of the Marks. To the Company's knowledge: (1) there is no potentially interfering trademark or trademark

application of any third party, and (2) no Mark is infringed or has been challenged or threatened in any way. To the Company's knowledge, none of the Marks used by the Company infringes or is alleged to infringe any trade name, trademark, or service mark of any third party.

ARTICLE XI. PARLIAMENTARY AUTHORITY

The rules contained in *Robert's Rules of Order Newly Revised* shall govern all meetings in all cases in which they are not inconsistent or in conflict with these bylaws⁶.

ARTICLE XII. AMENDMENTS

These Bylaws may be amended or altered, when necessary, by a two-thirds majority of the Executive Committee. Proposed amendments must be submitted to the Executive Committee in writing at least 10 days in advance of the meeting at which they are to be acted upon.

ARTICLE XIII. CODE OF ETHICS PROCEDURES

Section 1. Executive Board Professionalism Policy

Members of the Executive Board are expected to act professionally and represent the AFHE in a positive way. This Code serves as a code of conduct for members of the Executive Board in their capacity as Board Members. Members of the Executive Board affirm their endorsement of the Code and acknowledge their commitment to uphold its principles by accepting and retaining membership on the Board. Violation of the Code may result in sanctions imposed under these Procedures, including removal.

Section 2. Attendance of Executive Board Members

All Executive Board Members are required to attend all Executive Board meetings unless excused by the President under reasonable circumstances that accurately reflect unforeseen tragedy or unexpected academic prioritization. The President shall hold all members accountable for attendance. Two excused absences are permitted per Chair. An excused absence must be transmitted to the President in writing 24 hours prior to the meeting date. Executive Board Members shall agree to these terms and conditions upon acceptance of their respective leadership role⁷.

⁶ See Robert's Rules of Order Newly Revised (12th Edition)

⁷ See AFHE Code of Ethics

Section 3. Attendance of General Body Meetings and Events

For events sponsored or created by the AFHE, the committee leader or committees responsible for creating the event must attend. In the absence of the committee leader, members of the committee must attend. In addition, after discussion amongst the Executive Board regarding the number of events to be put on each semester, each Board Member must attend 60% of the events per semester. Lastly, there must be at least 4 board members at each meeting or event.

Section 4. Attendance of Committee Members

Upon assignment of the President, Committee members shall attend designated Board Meetings agreed upon by the Executive Board. Attendance of all committee members is required, unless otherwise specific by the President or excused under reasonable circumstances. Committee Members shall agree to these terms and conditions upon acceptance of their respective leadership role.⁸

Section 5. Removal of Chairs

A chair may be removed, with or without cause, by two-thirds vote of the Executive Board. This excludes Committee Members votes. Removal may be proposed by any Chair in good standing and the complaint must be filed in writing to the President unless otherwise under review, in order to proceed. Removal of Chairs shall be performed through secret ballot and counted by the President unless under review for removal. The AFHE non-discrimination policy shall protect members from improper removal.⁹

Section 6. Removal of Members

If a member fails to meet this standard, the Executive Board and the Faculty Advisor have the ability to remove a member for their actions through a majority vote. The AFHE non-discrimination policy shall protect members from improper removal.¹⁰

Constitution and Bylaws Revisions and Document History

Revised: April 7, 1998

Submitted for review by Full Membership: April 9, 1998

Approved April 23, 1998

⁸ *Id*

⁹ *See supra* AFHE Bylaws Article II Section 3

¹⁰ *Id*

Revised: May 25, 2006
Submitted for review by Full Membership: May 2006
Approved May 31, 2006

Revised: May 06, 2009
Submitted for review by Full Membership: May 7, 2009
Approved: May 21, 2009

Revised: September 21, 2012
Submitted for review by Full Membership: October 1, 2012
Approved: October 2, 2012

Revised: June 25, 2013
Submitted for review by Full Membership: September 20, 2013
Approved: September 24, 2013

Revised: September 02, 2016
Submitted for review by Full Membership:
Approved:

Revised: November 1, 2017
Submitted for review by Full Membership: November 8, 2017
Approved: Pending

Reviewed: August 29th, 2018
Submitted

Revised: May 30, 2020
Submitted for review by Full Membership:
Approved: June 30, 2020

Revised: June 21, 2021
Submitted for review by Full Membership:

Revised: November 12, 2024
Approved

Revised: January 22, 2025

