



California Association of Healthcare and Materials Managers

Constitution and Bylaws

(Board approval: 10/13/17, Membership approval: 10/17/17)

Article I (1)
Name and Address

Section 1.

The corporate legal name of this association shall be the California Association of Healthcare Purchasing Agents Inc., doing business as the California Association of Healthcare Purchasing and Materials Managers, hereafter referred to as CAHPMM.

Section 2.

The official address of the association shall be that of the current Conference Committee Chair – Regulatory Compliance. Financial documents will be addressed to the Treasurer.

Section 3.

The operating and membership year shall be effective from January 1 through December 31.

Article II (2)
Object

Section 1.

The object of the association shall be: To provide the membership with opportunities for personal and professional growth and development; the opportunity to exchange ideas; and the recognition of knowledge of Purchasing and Materials Management concepts and techniques through the national certification process.

Article III (3)
Membership

Section 1.

Membership is defined as attendees of the last 3 conferences.



Article IV (4)

Executive Board

Section 1.

Officer positions. Each officer will serve a two-year term in each position. At the conclusion of their two-year term, the officer will succeed to the next higher position. The Board Member at Large shall be the beginning position.

- A. President
- B. Treasurer
- C. Secretary
- D. (2) Board Member at Large
- E. Immediate Past President

Section 2.

Qualifications. All applicants shall be selected for nomination according to the following:

- A. Each person shall have attended at least three recent CAHPMM conferences.
- B. No person shall be eligible to serve as President of the association without first serving in position of Treasurer.

Section 3.

Ratification of Board Member at Large.

Every other year the board will send out a call for the position of Board Member at Large.

Designated Board members shall review applications, conduct interviews and submit recommendation to the full board.

During the conference business meeting, the Board recommended Board Member at Large shall be presented for ratification by the membership in the room.

Section 4.

Term of Office and Progression of Officers.

Tenure of office for those ratified shall begin January 1 of the next calendar year and continue through two consecutive years.

Remaining officers will move to the next higher office position.



Section 5.

Vacancies. In case of vacancy in the office of President, the Immediate Past President shall be requested to reassume the President duties and shall serve for the remainder of the term. In case of vacancy in the offices of Treasurer or Secretary, an appointee by the President shall serve to fill the vacancy in the interim or at the board discretion.

Article V (5) Board

Section 1.

The board shall consist of the President, Treasurer, Secretary, Immediate Past President, Conference Committee Chairs and Board Member at Large. The President shall be chairperson of the board.

Section 2.

Meetings of the board. The board shall meet at the call of the President or when requested by a majority of the members of the board in addition to the annual conference. Board will meet a minimum of six times per year, with at least one of the six being an in-person meeting. A quorum will consist of 2/3 of the current board members.

Section 3.

Rights and privileges. Each member of the board shall carry a voice and vote at all board meetings. In the event that a member is unable to attend a board meeting, their vote may be by way of proxy in writing to another member of the board.

Section 4.

Limited authority. No one member of the board may obligate the association financially without the approval of the board.



Article VI (6)

Parliamentary Authority.

Section 1.

Rules. In all matters of procedure not otherwise covered by the constitution, Robert’s Rules of Order, revised, shall govern.

Article VII (7)

Amendments to the Constitution and Bylaws

Section 1.

Amendments. Amendments to the constitution and Bylaws shall be presented to and voted upon by the membership at the conference.

Article VIII (8)

Duties of Officers

Section 1.

President.

A. All meetings of the association and the board shall be called to order and presided over by the President or in their absence, by the Treasurer, or in the absence of both then by the Secretary of the association.

B. The President shall, as soon as possible after the election and with the advice of the board, appoint the Conference Committee Chairs of the following roles:

1. AHRMM Liaison/Chapter Communications
2. Education
3. Events and Exhibits
4. Logistics
5. Regulatory Compliance
6. Vendor Liaison

C. The President shall arrange the order of business for the annual conference and shall perform such other duties (as per job description) as normally pertain to the office of President.



Section 2.

Treasurer.

- A. The Treasurer shall, during the absence or disability of the President, possess all the powers and perform the duties of the President. The Treasurer shall, at the direction of the President, assist in the promotion of any or all phases of association programs and membership (marketing).
- B. The Conference Committee Chair-Regulatory Compliance shall be responsible for assuring auditing of the books of the association. This may be accomplished either individually or by committee structure with the Treasurer as chairperson at the discretion of the Treasurer.
- C. The Treasurer shall keep a record of the financial account of the association.
- D. The Treasurer shall be custodian of all monies belonging to the association. The Treasurer shall present an annual financial report and deliver to the board, all monies, books, documents, vouchers and any other property belonging to the association in the Treasurer's possession for which the Treasurer may be held accountable to the board. This report and all related documents shall be presented no later than February 1st of each year so that the newly elected Treasurer can initiate new business for the coming year.

Section 3.

Secretary.

- A. The Secretary shall keep a record of proceedings of the annual conference and all meetings of the board. The Secretary shall notify the members of the board of the time and place of meetings.
- B. The Secretary shall be custodian of all correspondence and other membership documents belonging to the association. These documents shall be presented to the incoming Secretary no later than February 1st of each year so that the newly elected Secretary can initiate new business for the coming year.

Section 4.

Immediate Past President.

- A. The Immediate Past President shall serve in an advisory capacity.
- B. The Immediate Past President shall take over the President duties if current President is unable to serve.

Section 5.

Board Members at Large.

- A. The Board Members at Large are to become familiar with the operations of the CAHPMM board and assist as assigned.



Executive Board.

- A. General. The board shall be meeting in accordance with Article 5, Section 2 of the Constitution and Bylaws and shall attend to such matters as may be referred to it. It shall be responsible to membership for conduct of programs in accordance with the Constitution and Bylaws. It shall develop and coordinate the programs of the association in a manner consistent with sound business practices and economy.
- B. Recall. The board may, by a majority vote of the board, recall any elected officer for failure to perform according to expectations, those duties as defined in Article 8, Sections 1-5 of the Bylaws. The board shall be required to give the officer involved an impartial hearing.
- C. Establishment of Conference Fees. The board shall establish conference fees in such amounts that are believed to be appropriate.

Article IX (9)

Records and Reports

Section 1.

Records. Each officer shall keep copies of all correspondence and at the close of his/her term shall scan documents for preservation to the Secretary who shall maintain documentation. Materials not of permanent value will be destroyed upon recommendation of the board and/or President. All business records will be maintained for a minimum of seven (7) years according to CHA guidelines.

Section 2.

Annual report. The annual reports of year-end financial standing will be made available to members via the annual conference. A report for the previous fiscal year will be presented at the annual conference business meeting.

Article X (10)

Annual Conference Meeting

Section 1.

Annual conference. All annual conferences shall be planned and supervised by the board, such planning and supervision should include business and education in all matters pertaining to the conference.



Quorum shall be a majority of members who are present at conference business meeting.

Section 3.

Constitution and Bylaws. The board Bylaws, when amended, will be presented at the annual conference.

Article XI (11)
Duties of Conference Committee Chairs

Section 1.

Conference Committee Chairs. This committee shall organize and lend continuity to the annual conference. To be made of at least two consistent members and the current President. It shall be the duty of the committee to assure the Agenda has speakers providing topics pertinent to current topics.

Article XII (12)
Budgetary Control

Section 1.

Location of funds. All funds of this association shall be deposited in the name of CAHPMM as designated by the board.

Budget responsibilities.

- A. The President shall oversee preparation of a budget and present it to the board for its approval at a Spring meeting. Itemization of estimated income and expenditures will be shown. The Treasurer shall prepare and present a Finance report at each meeting.
- B. The board shall approve expenditures of the association expenses at its regular meetings. The President and Treasurer shall be empowered to approve normal expenditures between sessions of the board. Substantive expenditures beyond budget require the advance approval of the board members.

Section 3.

Submission of expenses by board members. All expenses shall be submitted within 30 days of the expense by each board member to the Treasurer.



Article XIII (13)

Lifetime Membership

Section 1.

Lifetime membership. Lifetime membership shall be awarded those individuals who have demonstrated a significant dedication to the CAHPMM organization and its mission to further the objectives of the organization as delineated in Article 2, Section 1.

Those members who have served as a continuous member of the CAHPMM board, progressing through each board position, and continue to be actively involved with CAHPMM thereafter shall be eligible for consideration as a lifetime member. A minimum of 10 years of active CAHPMM participation (attendance at annual conference, board member, conference committee chair, etc.) is required. Lifetime memberships will be awarded at the discretion of the current board members; once eligible member has completed their duties as Immediate Past President. Lifetime members eligible for full ride scholarship upon request.

See Exhibit A for Job Descriptions



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