

# **SOUTH CAROLINA ACHE CHAPTER BYLAWS**

## **BYLAWS**

### **of the**

### **South Carolina ACHE Chapter, an independent chapter of the American College of Healthcare Executives**

#### **ARTICLE I – NAME**

##### **Section 1: Name.**

The name of the Chapter shall be South Carolina ACHE Chapter, and shall include, for purposes of uniformity, “an independent chapter of the American College of Healthcare Executives”. Hereinafter in these bylaws it will be identified as the “Chapter”. The American College of Healthcare Executives will be identified as “ACHE”.

#### **ARTICLE II – MISSION AND AFFILIATION**

##### **Section 1: Mission and Vision.**

The mission of the Chapter is to increase ACHE membership, to promote high ethical standards and to provide local career development opportunities through service, education, and networking in the territory designated by ACHE. The vision of the Chapter is to be South Carolina’s premier professional society dedicated to advancing healthcare leadership and management excellence.

##### **Section 2: Affiliation with ACHE.**

So long as this Chapter remains a Chapter of the ACHE, the Chapter shall operate in accordance with the ACHE Criteria for Chapter Status. Chapter Bylaws shall be further enacted as necessary to satisfy any governmental regulations. Any disbursement of funds shall be for services rendered to or for the benefit of the Chapter in meeting its purpose. All such payments shall be made in accordance with the Bylaws.

##### **Section 3: Organizational Identity.**

The Chapter is a distinct, separate entity from ACHE. The Chapter is therefore responsible for maintaining the chapter’s financial records, filing appropriate notices and forms with state and federal authorities, and maintaining necessary insurance coverage for the Chapter except where specific arrangements have been made for ACHE to serve as the Chapter’s registered agent. ACHE shall not be liable for the debts and obligations of the Chapter. The Chapter shall not be liable for the debts and obligations of ACHE.

#### **ARTICLE III – MEMBERSHIP**

##### **Section 1: Eligibility.**

All ACHE affiliates located within the chapter’s assigned geographic territory shall be members of the Chapter. Only ACHE affiliates are eligible to hold membership in the Chapter.

##### **Section 2: Establishment of Membership.**

Membership in the Chapter shall become effective when ACHE assigns an affiliate to the chapter based on the location or request of the affiliate in accordance with procedures of the ACHE.

**Section 3: Types of Membership.**

Membership in this Chapter shall be consistent with the ACHE membership categories in effect from time to time.

**Section 4: Resignation.**

A member may resign at any time by providing written notice to ACHE.

**ARTICLE IV – DUES**

**Section 1: Dues.**

The Chapter shall not charge dues for membership in the Chapter. Dues shall be charged by, and paid to, ACHE in accordance with the dues schedule in force at the time.

**Section 2: Nonpayment of Dues.**

Membership shall be suspended by ACHE for nonpayment of dues at a time consistent with and in accordance with, the policies and procedures of ACHE.

**ARTICLE V – MEETINGS OF MEMBERS**

**Section 1: Meetings of Members.**

The meetings of the Chapter membership shall be conducted in accord with Robert's Rules of Order Newly Revised (latest edition) when such rules are not in conflict with these Bylaws or the Articles of Incorporation of the Chapter.

**Section 2: Business Meetings.**

The Chapter shall conduct an annual business meeting and such other meetings of members as determined by the Chapter Board.

**Section 3: Notice of Meetings.**

Written notice stating the place, day and hour of the meeting shall be delivered to each member of record entitled to vote at such meeting, not less than 5 or more than 60 days before the date of the meeting, by or at the direction of the president, or the secretary/treasurer.

**Section 4: Eligibility to Vote.**

Only Chapter members shall have the right to vote. Members may not vote by proxy. The Chapter may utilize any method of voting permitted by law.

**Section 5: Quorum.**

A quorum shall consist of a majority of the Chapter Board and a minimum of five other active members.

**Section 6: Special Business Meetings.**

The Chapter Board may call special business meetings. Special business meetings shall be limited to consideration of subjects listed in the official call for such meetings unless otherwise ordered by unanimous consent of the eligible voting members present and voting.

**ARTICLE VI – CHAPTER BOARD OF DIRECTORS****Section 1: Administration.**

The administration of this Chapter shall be managed by elected officers and directors that will be called the Chapter Board. The Chapter Board shall have authority and responsibilities for supervising the general operation of the Chapter Board in meeting its mission as stated in Article II.

**Section 2: Eligibility of Directors.**

Directors must be members of the Chapter who have completed one year of membership.

**Section 3: Eligibility of Officers.**

Officers must be members of the Chapter who have completed at least one year as a Director. Officers must also be Fellows of the American College of Healthcare Executives.

**Section 4: Board Composition.**

The Chapter Board shall consist of at least three (3) elected Officers, as specified in Article VI, section 10, and at least two (2) elected Directors from each of the following geographic areas of South Carolina: upstate, midlands, and low country. The Chapter Past President, Directors of the USC and MUSC MHA programs, the three LPC Chairpersons, the Chairpersons of all standing committees who are not elected Board members, along with the President of SCHA (or his designee) shall be ex officio, voting members of the Board. In addition, the ACHE Regent and immediate past Regent will automatically be ex officio, voting members of the Board. Ex Officio members of the Board shall abstain from voting on any issues regarding disbursement of funds to their (or similar) organization.

**Section 5: Chapter Board Meetings.**

Regular meetings of the Chapter Board shall be held at least two (2) times during a year at such time, place, and mode of meetings as the President may determine. The President or any 3 other Board members may also call special meetings of the Board.

**Section 6: Notice.**

Notice of any regular or special meeting of the Board of Directors shall be given to each Director 10 days prior to the meeting, if notice is delivered by U.S. mail, or 5 days prior to the meeting if notice is delivered by facsimile or electronic mail. Any director may waive notice of any meeting.

**Section 7: Quorum.**

One-half of the voting members of the Chapter Board shall constitute a quorum for any vote. In matters of conflict of interest in which an Officer or Director is the subject, the Officer or Director shall not be allowed to vote.

**Section 8: Action of the Chapter Board.**

Except as otherwise provided by law, the Articles of Incorporation, or these Bylaws, the act of a majority of those Directors present in person at a meeting, teleconference call or by other electronic means at which a quorum is present, shall be the action of the Chapter Board. The Chapter Board may not vote by proxy. In the event of a tie vote, the Chapter Board President shall break the tie.

**Section 9: Term of Office.**

The term of Directors shall commence on January 1st and shall continue for a period of three years, or until replaced by a subsequent election. The terms of Directors shall be staggered such that no more than one half of the Directors shall commence their terms on the same date. The term of office for Officers shall commence on January 1<sup>st</sup> and shall continue for a period of two years, or until replaced by a subsequent election. In the event of a vacancy, the Chapter Board shall appoint an eligible member to fulfill the remainder of the term.

**Section 10: Chapter Officers.**

The Chapter shall have three Chapter Officers, as follows:

**1.1 Chapter President.**

The Chapter President shall be the chief executive of the Chapter, shall convene and preside over meetings of the Chapter Board or Meetings of Members, and shall serve as liaison with ACHE.

**1.2 Chapter President-elect.**

The Chapter President-elect shall substitute for the Chapter President in his or her absence or inability to serve and shall prepare plans for his or her term of office. The President-elect shall advance to President at the completion of the preceding President's term of office without an election once elected to the office of President-elect.

**1.3 Chapter Secretary/Treasurer.**

The Secretary/Treasurer shall be responsible for the maintenance of all corporate records, minutes, and documents and the preparation of periodic financial statements.

**ARTICLE VII – ELECTIONS****Section 1: Elections for Officers and Directors of the Chapter Board.**

Chapter Directors required to fill any vacancies shall be elected annually by the Chapter membership. Those elected to fill an unexpired term vacancy shall do so for the duration of the unexpired term and be eligible to serve one additional full term. Chapter Officers shall be elected by secret ballot at a meeting of the chapter Board except when there is only one candidate for an office, in which case the Chapter Board President shall call for election of the candidate by acclamation. When there are two or more candidates for an office, a majority vote of the Board shall constitute an election.

**ARTICLE VIII – COMMITTEES****Section 1: Standing Committees.**

There shall be eight standing committees; Nominating, Audit, Executive, Programs, Communications, Membership, Advancement, and Sponsorship.

### **1.1 Nominating Committee.**

The nominating committee shall consist of at least three members appointed by the Chapter Board and any ACHE Regent who is a chapter member. The nominating committee shall send a call for nominations to the members of the chapter no later than 90 days prior to the meeting at which elections will be held. The committee shall present an initial slate of Directors to the members of the chapter no later than 30 days prior to the meeting at which elections will be held. Any eligible chapter member may place his or her name in nomination as a director by submitting a petition with the signatures of no less than five (5) percent of the chapter membership requesting such nomination. The final slate shall be presented to chapter members by notice of a meeting of the membership no later than 10 days prior to the meeting.

### **1.2 Audit Committee.**

The audit committee shall consist of at least two chapter members appointed by the Chapter Board. The audit committee shall arrange and supervise an annual review of the Chapter financial activities in accordance with generally accepted accounting principles and practices.

### **1.3 Programs Committee.**

The programs committee shall consist of a chair, the LPC chairs, and at least three other members. The committee's responsibilities shall be to actively assess, plan, and implement annual programs for educational and professional development as well as networking opportunities for chapter members and the local healthcare community. The committee shall coordinate education offerings with LPC chairs, assuring compliance with ACHE guidelines for local credits. The chair shall be appointed by the president and committee members shall be selected by the chair.

### **1.4 Communications Committee.**

The communications committee shall consist of a chair and at least three other members. The committee's responsibilities shall be to develop and implement timely communications which effectively inform Chapter members and the local healthcare community about upcoming Chapter events including a quarterly newsletter, annual report, regularly updated website, and active social media channels. The committee shall investigate and implement other effective means of communicating with chapter members. The chair shall be appointed by the president and committee members shall be selected by the chair.

**Membership Committee** The growth and diversity committee shall consist of a chair and at least three other members. The committee's responsibilities shall be to actively seek new members of the Chapter, retain exiting Chapter members, encourage membership beyond the traditional hospital sector, and ensure diverse representation in the Chapter membership and its leadership. The chair shall be appointed by the president, and committee members shall be selected by the chair.

### **1.6 Advancement Committee.**

The advancement committee shall consist of a chair and at least three other members. The committee's responsibility shall be to assist Chapter members in achieving the Fellow credential and supporting current Fellows during recertification. The Chair shall be appointed by the President and committee members shall be selected by the Chair.

### **1.7 Sponsorship Committee.**

The sponsorship committee shall consist of a chair and at least three other members. The committee's responsibilities shall be establishing ongoing sponsorship opportunities and equipping Board members to recruit sponsors from their professional networks. The chair shall be appointed by the president and committee members shall be selected by the chair.

### **1.8 Executive Committee.**

The executive committee shall consist of the following SC ACHE members: President, President-Elect, Secretary/Treasurer, SC Regent, and a Chapter Member-At-Large (appointed by current president). The committee responsibilities and functional purpose are to serve as rapid and easily accessible advisory and review group to work with the chapter president in discussion, reviews, and timely decisions required for the chapter. Such decisions may include but are not limited to: issue of financial payment decisions and personnel leadership and administrative decisions.

### **Section 2: Local Program Councils.**

The Chapter Board will help establish three (3) local program councils (LPC's) for the Upstate, Midlands and LowCountry areas of South Carolina. Such councils shall conduct such chapter business within a geographic area of the Chapter territory as determined by the Chapter Board, which includes arranging and sponsoring educational and networking events. These LPC's shall act under the direction of, and be subject to the oversight of the Chapter Board of Directors. Officers, bylaws, policies, and any legal obligations or contracts entered into by the LPC's shall be approved in advance by the Chapter Board. The LPC's shall submit regular reports of their activities to the Chapter Board and in the event an LPC receives funding from the Chapter, it shall submit quarterly financial reports as to the use of the funds and follow any Chapter financial policies as it relates to the disbursement of those funds.

### **Section 3: Term of Office.**

The term of committee and LPC chairpersons shall commence on January 1st and shall continue for a period of two years, or until replaced by a subsequent appointment. In the event of a committee or LPC chair vacancy, the Chapter President shall appoint a new chair to fulfill the remainder of the term.

The term of committee members shall commence on January 1st and shall continue for a period of two years, or until replaced by a subsequent appointment. The terms shall be staggered such that no more than one half of the committee members shall commence their terms on the same date. In the event of a committee member vacancy, the committee chair shall appoint a new member to fulfill the remainder of the term.

### **Section 4: Other Committees.**

The Chapter President may, with the concurrence of the Chapter Board of Directors, establish, specify duties, and appoint chapter members to other committees as may be deemed necessary or advisable for effective administration of the Chapter. Members may serve one year on such committees and may be re-appointed.

## **ARTICLE IX – CONFLICT OF INTEREST**

### **Section 1: General.**

The Chapter Board and its Officers shall administer Chapter affairs honestly and economically and exercise their best care, skill, and judgment for the benefit of the Chapter and ACHE. The Chapter Officers shall exercise the utmost good faith in all transactions relating to their duties for the Chapter. In their dealings with and on behalf of the Chapter, they are held to a strict rule of honest and fair dealings with the Chapter. They shall not use their position, or knowledge gained there from, so that a conflict might arise between the Chapter interest and that of the individual.

### **Section 2: Disclosure of Conflict of Interest.**

Each nominee for a Chapter Board or committee position shall make written disclosure of any interest that might result in a conflict of interest upon nomination to office, before appointment to fill a vacancy in office, and annually thereafter. Such a written disclosure shall be made on such form or forms as may be adopted by the Chapter Board for that purpose.

## **ARTICLE X – AMENDMENTS**

### **Section 1: Amendments.**

The Bylaws may be altered or amended by majority vote of the Chapter Board.

### **Section 2: Review of Chapter Bylaws.**

Prior to enactment or modification, Chapter Bylaws will be reviewed and approved by ACHE in accordance with existing policies and procedures. ACHE and the Chapter shall maintain a record of all revisions to the Bylaws, including effective dates.

## **ARTICLE XI – DISSOLUTION**

### **Section 1: Dissolution of the Chapter.**

The Chapter may be dissolved at any general meeting of the membership by a three-fourths-majority vote of voting members present, providing such notice of intent shall have been communicated and provided each voting member at least 30 days prior to the meeting where such dissolution vote is taken.

### **Section 2: Chapter Assets.**

In the event of the dissolution of the Chapter, all assets remaining after the settlement of any chapter debts and obligations shall be distributed in accordance with the United States Internal Revenue Service Code governing dissolution of Non-Profit, Tax exempt or For-Profit corporations.

## **ARTICLE XII – MISCELLANEOUS PROVISIONS**

### **Section 1: Execution of Contracts.**

The Chapter Board may authorize any Officer or Officers and any agent or agents to enter into any contract or execute any instrument in the name of, and on behalf of, the Chapter, and such authority

may be general or limited to specific instances. No Officer, agent, or employee shall have any power or authority to bind or obligate the Chapter by any commitment, contract, or engagement, or to pledge its credits to render it liable for any purpose or in any amount unless duly authorized by the Chapter Board.

## **Section 2: Fiscal Year.**

The fiscal year of the Chapter shall commence on January 1<sup>st</sup> of each calendar year.

## **Section 3: Effect of Bylaws.**

These Bylaws are in all respects subordinate to, and shall be controlled by, applicable provisions of the corporate laws (profit or non-profit) of the State, other applicable laws, and the Articles of Incorporation of the Chapter. Except as these Bylaws may be inconsistent with such laws and Articles, they shall regulate the conduct of the business and affairs of the Chapter with respect to all matters to which they relate.

## **Key Policies**

- Succession Policy
- Records Retention Policy
- Travel Policy
- Program Reimbursement Policy
- Face-to-Face Program Approval Policy
- Programs and Education Request Policy

## **SUCCESSION POLICY**

### **Succession Planning Policy**

#### **Purpose**

Organizational changes in management are inevitable and appropriate to sustain growth and development, Therefore, the South Carolina Chapter of the American College of Healthcare Executives (SCACHE) has established a succession plan to provide continuity in leadership and avoid vacancies in critical positions. The SCACHE's succession plan is designed to identify and prepare members for the organization's governance and leadership positions that become vacant due to term limits, retirement, resignation, death or new professional opportunities.

#### **Policy**

It is the policy of the SCACHE to evaluate the leadership needs of the organization to ensure the selection of qualified members that are diverse and a good fit for the organization's mission and goals and have the necessary skills and acumen for the organization governance.

#### **Procedures**

The president is responsible for the SCACHE's succession plan by assuring the organization's plan for Board Recruitment is upheld. The president chairs the Nominating Committee that assures the succession planning process. The nominating committee shall consist of two current Chapter Officers and one member appointed by the Chapter Board, and any ACHE Regent who is a chapter member. The nominating committee shall present a slate of Directors to the members of the chapter no later than 90 days prior to the meeting at which elections will be held. According to bylaws, any eligible chapter member may place his or her name in nomination as a director. The final slate shall be presented to chapter members by notice of a meeting of the membership no later than 60 days prior to the meeting.



- 1) Annually, in conjunction with board or executive committee a succession-planning discussion will be held.

At this meeting, the President and board members will:

- a. Identify key positions and incumbents targeted for succession planning. This should include an analysis of planned term limits, potential turnover, and other events that would potentially create a vacancy of a board member, committee chair or co-chair.
  - b. Identify individuals who show the potential required for progression into the targeted positions and leadership within the organization.
  - c. Outline the actions taken in the previous six months to prepare identified members to assume a greater role of responsibility in the future.
- 2) By the end of September each year, the process will identify targeted candidates for Board Membership and Chair/Co-Chair positions.
  - 3) By the end of October each year, the President will present an outline of actions that will be taken in the following six months to prepare individuals to assume a greater role of responsibility in the future.
  - 4) The president will periodically request updates from Board Officers, Chairs and Co-Chairs on the development process for each targeted candidate. The SCACHE Board establishes a succession plan that identifies critical leadership positions that will have vacancies and determines who best may be appropriate to fill those positions. Vacancies will normally be filled from within the existing board structure. In the event no viable candidate is available, active recruitment from general SCACHE membership will be conducted.

#### **Critical Factors for Consideration**

1. The Board shall regularly assess its composition by reference to:
  - a. Necessary areas of expertise
  - b. The ideal balance between experience and freshness
  - c. Desirable diversity in relevant areas and personnel
  - d. Contributions to the improvement of field of health care administration
2. The Board shall identify areas where existing Board composition falls short of the ideal membership.
3. Board members shall attempt to recruit from their professional networks any Board candidates who would fill those gaps.
4. The Board shall collect suggestions from members and shall draw up a list of suitable candidates for the Board, and for Board committees and Local Program Councils (LPCs).
5. Where vacancies occur on the Board or its committees and working parties other than at the expiration of elected terms, appointments shall be made from this list.
6. Before each annual election, the Board shall attempt to recruit nominations for the Board from this list.
7. The Nominating Committee is responsible for collecting these recommendations and submissions to the board for approval.

## Records Retention Policy

### Policy

It is the policy of the SC Chapter of the American College of Healthcare Executives to maintain records in accordance with generally accepted accounting principles and in a manner that facilitates accurate and reliable financial reporting.

### Procedure

1. The chapter is a distinct, separate entity from the ACHE and is therefore responsible for maintaining the chapter's financial records, filing notices and forms with state and federal authorities.
2. Permanent retention:
  - a. Chapter charter documents
  - b. Bylaws
  - c. Chapter Board of Directors minutes
  - d. Auditors reports
  - e. Annual reports
  - f. General Ledger
  - g. Other historical documents
3. Seven years retention:
  - a. Financial statements
  - b. IRS submissions
  - c. Cancelled checks
  - d. Reimbursement documentation
4. Three years retention:
  - a. Chapter correspondence
  - b. Program brochures
  - c. Technical Papers
5. Financial records are maintained with the current treasurer and passed on to each succeeding treasurer.
6. Charter documents, bylaws, minutes and historical documents are maintained with the current secretary and passed on to each succeeding treasurer.
7. Documents may be retained through placement on Chapterlink, SC ACHE website and/or other digital media.

Reference: American College of Healthcare Executives *Chapter Treasure Manual* January 2013

## Travel Policy

It is the policy of the SC Chapter of the American College of Healthcare Executives (Chapter) to reimburse reasonable, actual expenses for the Chapter board/committee member incurred when traveling on official board authorized Chapter business.

### Procedure

#### Air Travel

Reimbursement for air travel is made at coach-class air fare by the most direct or most economical route from the point of origin (traveler's normal place of business) to the destination. Discounted air travel is encouraged. The Chapter will not pay cancellation or schedule change fees unless they are approved in advance or allow lower total costs to the Chapter.

### **Ground Transportation**

Travel by personal automobile is reimbursable at the IRS standard mileage rate in effect at the time travel commences, although for extended automobile travel, mileage reimbursement will be limited to the equivalent of round trip, coach class airfare. Airport shuttles, hotel vans, and public transportation should be the preferred method of travel. When necessary, taxi fares incurred traveling from airports to destinations or locally between business related functions are reimbursable at actual cost.

Automobile rental for “intermediate” size vehicles will be reimbursed when authorized in advance. When renting automobiles, the cost of insurance beyond standard coverage will be paid by the individual. Gasoline expenses for the use of rental cars are reimbursable. Effort should be made to return cars with a full tank of gas to avoid inflated “refill” charges. Parking and toll charges are reimbursable at actual cost when traveling by personal or rental automobile and when not considered commuting expenses.

### **Lodging and Extended Stay**

The cost of a single guest room is reimbursable for the evening prior to the meeting if necessary, because of reasonable travel accommodations. If an additional night's stay is required because of an inability to schedule a flight out, the cost of the room is reimbursable when authorized in advance. All other charges against the guest room are the traveler's responsibility upon check-out. Reimbursable items charged to guest rooms such as meals, etc., should be submitted as part of the reimbursement request. Because of the short duration of most meetings, valet and laundry charges are not reimbursable. If the traveler elects to stay in another facility other than the business meeting location, reimbursement is made only up to the rate charged by the host facility. Reimbursement is not made for transportation between the alternate facility and the meeting site unless financially positive for the Chapter. Weekend accommodations associated with a discounted airfare are reimbursable when authorized in advance. Meals or other expenses incurred during an approved extended stay at the meeting site are reimbursable. The cost savings realized from a discounted airfare should be sufficient to cover any weekend meal, hotel, and car rental expenses incurred as a result of the extended stay. During an extended stay at the meeting site travel to other locations for personal reasons is not reimbursable.

### **Meals**

The reasonable actual cost of three meals per day, if not provided by the business meeting, is reimbursable with appropriate receipts/documentation. The cost of meals purchased elsewhere is not reimbursable when group meal functions are provided as a part of official meetings. Meals purchased for others are reimbursable for persons identified as those for whom the Chapter has accepted responsibility for such expenses. All efforts will be made to find reasonable meal accommodations whenever possible. Unless there are extenuating circumstances that prevent adherence to the policy, maximum reimbursement guidelines as of January 1, 2008 are:

Breakfast \$20.00

Lunch \$25.00

Dinner \$60.00

Meal tips are to be included with the cost of the meal. The amounts are for a specific meal, not for a full day; and only the actual cost or the guideline amount will be reimbursed, whichever is lower.

**Tips**

Reasonable gratuity for food is considered 15% and appropriate baggage handling (\$1/per bag) are reimbursable.

**Telephone**

Telephone and reasonable daily internet charges relating to business during official Chapter travel are reimbursable.

**Entertainment**

Personal entertainment expenses are not reimbursable.

**Miscellaneous**

Please itemize miscellaneous travel expenses when requesting reimbursement.

**Receipts**

The following documents are to be attached to the reimbursement request, as appropriate:

- Transportation ticket stub
- Paid bill for lodging
- Car rental invoice
- Receipts for parking charges
- Receipts for all reimbursable items, showing amount, date, place and purpose

**Program Reimbursement Policy**

It is the policy of the SC Chapter of the American College of Healthcare Executives to pay expenses for the presentation of an approved meeting, workshop or networking event.

**Procedure**

1. The chapter is a distinct, separate entity from the ACHE and is therefore responsible for adopting financial policies to regulate internal control and safeguard the chapter's assets.
2. All approved requests shall be submitted to the treasurer for payment. Said request shall identify meeting and date and be accompanied by paid receipts. Examples of reimbursable expenses include speaker, venue and meal fees.
3. Expenses can be requested prior to the approved program with invoices submitted to the treasurer. After the expense is disbursed, paid receipts should be forwarded to the treasurer.
4. Program Reimbursement form shall be completed and submitted with requests.
5. Approval is obtained through one of the following:
  - a. Board approved expense on the annual budget
  - b. Board action

The SC ACHE Program Reimbursement Form is available on ChapterLink. If you need assistance, please contact the Chapter's Secretary/Treasurer.

## Face-to-Face Program Approval Procedure

- The Local Programming Council (LPC) or sponsoring organization must submit a
- completed Program Request Form, available on ChapterLink, to the Programs Committee Chair ten weeks prior to the event.
- The Programs Committee Chair will forward the request to the full Programs Committee, via e-mail, for approval.
- Approval will be based on majority vote of committee members, and a decision will be rendered within two weeks.
- A Programs Committee representative will notify the LPC or sponsoring organization of the decision, with a copy to ACHE's Regional Director for South Carolina.
- The LPC or sponsoring organization will then submit their request to ACHE's Regional Director for South Carolina no less than eight weeks prior to the event for approval.

## Recognition Program and Assessment

### Chapter Leader Recognition and Benefits

#### Board Members

- Appropriation to attend ACHE Chapter Leaders Conference (maximum of 4 board members)
- Free attendance at LPC and statewide SC ACHE events (excludes co-sponsored events)
- Free participation in SC ACHE Board of Governors online study program
- Board of Governors exam reimbursement for passing score
- \$100 registration subsidy for SCHA & SC ACHE Joint Annual Meeting
- Public welcome/thank you through communications channels (website, newsletter, social media)
- Thank you note to the chapter leader & their supervisor and/or CEO
- Gift of appreciation at completion of board service

#### Committee Members

- Free attendance at LPC and statewide SC ACHE events (excludes co-sponsored events)
- Free participation in SC ACHE Board of Governors online study program
- Public welcome/thank you through communications channels (website, newsletter, social media)
- Thank you note to the chapter leader & their supervisor and/or CEO

#### LPC Leaders

- Public welcome/thank you through communications channels (website, newsletter, social media)
- Thank you note to the chapter leader & their supervisor and/or CEO
- Free attendance at LPC events (excludes co-sponsored events)

## Minimum Participation Levels

In order to receive the benefits listed above, in the most recent 12-month period, leaders must:

### *Board Benefits*

- Participate in at least 66% of all board meetings
- Play an active role in board activities (determined by Chapter President)
- Serve on at least one committee and participate in at least 66% of that committee's meetings
- Attend at least one SC ACHE event per year (LPC or statewide)

### *Committee Benefits*

- Participate in at least 66% of all committee meetings
- Play an active role in committee activities (determined by Committee Chair)
- Attend at least one SC ACHE event per year (LPC or statewide)

### *LPC Benefits*

- Play an active role in LPC activities (determined by LPC Chair)
- Attend at least 50% of the leader's LPC events per year

## Annual Board Self-Assessment

To identify opportunities for improving our governance processes, the board annually surveys its directors using ACHE's Chapter Governance Self-Assessment tool. The results of this survey are shared with ACHE and opportunities for improvement are discussed at the board meeting immediately following any such assessment.

## Exit Interviews

To identify opportunities for improving the quality of our Chapter leaders' service experience, an exit interview is completed for each board and committee member at the completion of their term. This interview is performed telephonically and requests feedback from the departing leader regarding their experience on the board, how training and orientation might be improved, how their talents might have been better utilized, and other topics relevant to their service. The de-identified results of these interviews are shared with the full board at the board meeting immediately following the completion of these interviews.



## Board Member Attestation

During my term as a Board member for the South Carolina American College of Healthcare Executives, I will adhere to the responsibilities and expectations set forth in my role (see Board packet). As a Board member, I will abide by the mission and vision of this chapter.

### **VISION**

The vision of SC ACHE is to be SC's premier professional society dedicated to advancing healthcare leadership and management excellence.

### **MISSION**

The mission of SC ACHE is to increase ACHE membership, to promote high ethical standards, and to provide local career development opportunities through service, education and networking.

I acknowledge the requirement for participation on the SC ACHE Board and will ensure that I will maintain an active status during my Board term.

### **Minimum Participation Levels to Receive Benefits**

- Participate in at least 66% of all board meetings
- Play an active role in board activities (determined by Chapter President)
- Serve on at least one committee and participate in at least 66% of that committee's meetings
- Attend at least one SC ACHE event per year (LPC or statewide)

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Board Member Name

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Board Member Signature

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Date