

University of South Carolina

Healthcare Executive Student Association

Bylaws

Mission Statement

“To provide students opportunities outside the classroom to enhance the educational and professional skills vital to achieving their career goals through networking and professional opportunities.”

The University of South Carolina HESA student chapter, known as the Health Executive Student Association strives to carry out its mission by developing opportunities for students to explore outside classroom issues of interest through workshops, conferences, and healthcare organization memberships by fellowshipping with likeminded professionals, networking with leaders in the healthcare profession, participation in national case competitions, and cultivating professional skills and relationships that will assist students achieve their future career goals as healthcare leaders. HESA provides students with many opportunities for leadership that allow students to participate in a multitude of activities while contributing to the learning experience.

ARTICLE I

Section 1: Name

- The name of this organization is the University of South Carolina Health Executive Student Association (HESA)

Section 2: Objectives

- To promote educational development of skills necessary for the effective leadership in healthcare organizations
- To provide information about career alternatives and job opportunities in the field of healthcare administration
- To develop an association with local and regional healthcare executive groups to enhance academic and career opportunities
- To provide a method of involvement, recognition, and representation in the profession of healthcare administration
- To promote interaction among Health Services Policy and Management graduate students, alumni, and faculty of the programs within the Department of Health Service Policy and Management

- To provide HSPM Students and faculty in the Department of Health Service Policy and Management a forum for dialogue concerning the academic programs and career planning.
- To inform members, potential members, alumni, and others in the community of the purposes of the American College of Healthcare Executives, Management Group Medical Association, and Institute for Healthcare Improvement, its goals, programs, and benefits to HESA. Thereby being a mechanism, to exemplify and encourage pride in the profession of healthcare administration

Article II

Section 1: Membership Eligibility

1. Full Membership:

Any graduate student (full-time or part-time) with interest in healthcare management is eligible for HESA membership. Students must become a Student Associate of ACHE and/or MGMA before becoming a full member of HESA. Students must comply with paying the HESA annual dues as well.

\$25/\$50 semester/year

2. Ex-Officio Membership:

Members of the association are eligible upon graduation for ex-officio membership, provided they maintain good standing, and retain membership in ACHE or MGMA, or other healthcare associations.

3. Honorary Membership:

Any person, except a regularly enrolled student, who, because of deep professional interest and an outstanding contribution to the USC HESA Chapter shall be eligible to be elected an Honorary Member.

Section 2: Termination of Membership

If any of the criteria above is not met, membership will be terminated immediately

Section 3: Length of Membership

Membership lasts for one academic calendar year from the month dues are paid. Dues are due at the commencement of each fall semester.

Section 4: Active Membership

In order to be eligible for HESA funds to aid with any financial assistance whether it is travel to annual ACHE Congress, MGMA Annual Conference, IHI Annual Conference, etc. the member must be considered an **active member** of HESA. This member must meet all the criteria in Section 1:1 and attend a minimum of 50% sponsored events, meetings, and activities HESA are putting on.

In the event a member does not meet the criteria above, the executive officers shall decide if reimbursement/payment for HESA related activities should be allowed on a per case basis.

Section 5: Membership Dues

Each member is required to pay dues. Dues will be paid at the beginning of each fall semester, unless you are joining in the spring, which you will pay half the dues and then follow regular payment cycle in the fall.

MHA and MPH will pay full dues each fall semester

ARTICLE III

Section 1: Meetings and Speaker Events

The association will meet two times a month during the academic calendar months to discuss upcoming events, fellowship/job opportunities, volunteer/fundraising activities, and listen to guest speakers, etc. *(During the summer months, will hold a meeting once a month and send out monthly emails to all active members in the lieu of the meeting and events that are taking place)*

Meetings that involve guest speakers require business casual attire.

ARTICLE IV

Section 1: Executive Officers

Elections shall be held at the conclusion of the fall semester and officers shall remain in office until the next election. The following will be voted on at each election: President, Vice President, Treasurer, Secretary and Chairs: Service, Social, Professional Development, and Fundraising/Partnership.

President:

The president is responsible for overseeing all class business, communication and cohesion. He/she will set the direction of events, establish accountability structures and ensure tasks are done on time. Of utmost importance is continual communication with classmates, the department and any external organizations. The president must be willing to lead by action, and must be able to handle conflicts in an objective manner. As a representative of the class and department, professionalism is paramount. The foundation of all these activities is an uncompromising dedication to service on behalf of the class.

Primary Responsibilities but not limited to:

- Serve as figurehead for the organization
- Establish budget with the Executive Committee
- Schedule and preside over meetings on a regular basis - at least monthly
- Establish agenda for group and officer meetings
- Approving organizational related expenses and monetary transactions (along with treasurer)
- Determine member dues with executive committee
- Serve as liaison between class, faculty, as well as the first and second year classes.
- Encourage maximum participation from association in departmental and University functions.
- Speak on organizations behalf at university related events.
- Represent the class and program at departmental and University functions, including recruitment events for the MHA Program.
- Deal with class conflicts in a professional and constructive manner.
- Send thank you letters to guest speakers or supporters on behalf of the class
- Presenting awards to special guests and speakers
- Support the continuation of departmental traditions
- Develop new traditions to build unity and support for the MHA program
- Ensure that the entire class is engaged in the program, the class itself, and our profession
- Other duties as they arise

Vice President:

The Vice President participates in class planning with the Executive Committee; assists the president in his/her duties; and fills in if the president is absent. The President and Vice President must be in constant communication and keep the class goals before them.

Primary Responsibilities but not limited to (reports directly to the president):

- Assume the responsibilities of the president in case of his/her absence
- Assist President in his/her duties
- Represent the class and program at departmental and University functions, including recruitment events and other special events for the MHA Program.
- Coordinates and prepares gifts for guest speakers
- Correspond with guest speakers before they arrive

HESA- Bylaws

- Oversee preparation for Welcome/Orientation for new members
- Preside over Chairs
- Other duties as assigned

Secretary:

The secretary is responsible for communication and documentation regarding class business. He/she also participates in class planning with the Executive Committee.

Primary Responsibilities but not limited to (Reports directly to President):

- Reserve the appropriate rooms for class and Executive Committee meetings by
- Send an announcement to the class about the date, time, and location of class meetings; also send a reminder one day before and keep track of any member requesting an excused absence
- Work with the president to create agendas for both the class and Executive Committee meetings. Create PowerPoint presentations for class meeting as needed
- Record minutes during class and Executive Committee meetings. Within a week of each meeting, type the minutes and send to the President for approval; send the approved minutes to the class
- Maintain a class file/notebook with all of the class and executive committee meeting agendas, minutes, and handouts
- Maintain a calendar of HESA events
- Maintain a list of program Alumni contacts
- Organize and maintain accurate fellowship/internship/residency board
- Organize and maintain the HESA board
- Other duties as assigned

Treasurer:

The treasurer is the central figure in the preparation of a class budget for next academic calendar year. He/she also participates in class planning with the Executive Committee.

Primary Responsibilities but not limited to (Reports directly to President):

- Create an organization budget. The budget should include the costs of traditional events, etc. (along with other officers)
- Determine member dues (in coordination with President)
- Collecting all dues for membership and keeping track of all members active status
- Distributing checks for HESA related purchases
- Determine how to finance the budget. After presenting the budget to HESA members for approval, the treasurer must determine how to finance the budget. Past HESA classes have collected dues and supplemented the budget through fundraising activities such as bake sales or car washes.
- Maintain accurate financial records for HESA account
- Establish and maintain the HESA checking account. This account holds funds collected through dues or fundraising activities; it is separate from the Student Organization account

HESA- Bylaws

- Work closely with other committees regarding finances to ensure they are sticking to the established budget
- Reimburse classmates for **APPROVED** expenses, as determined by the budget and Presidents approval
- Financial record/summary should be prepared for distribution at each HESA meeting for all members that are present
- Other financial related duties as assigned

**NOTE- Only the Treasurer and President have authority to access funds (includes signing checks)*

To obtain reimbursement for HESA related expenses- APPROVAL must be obtained by Treasurer and President prior to purchase. Any purchases made without approval will be subject to rejection.

Section 2: Chairs

Service Chair:

The community service chair seeks out and implements community service projects that the organization is interested in.

Social Chair:

The social chair plans and coordinates social events including informal social gatherings, traditional social activities, and end of the semester parties. Funding for traditional social activities usually comes from the HESA budget. Meanwhile, funding for informal social gatherings is not funded by the HESA budget.

Traditional activities over the annual term include but not limited to:

- Welcome Party – To welcome the incoming 1st year class.
- Holiday Party - Held the weekend before the last week of Fall classes.
- Spring Fever Party – Weekend following Spring Finals
- Informal Gatherings – Location and time varying on group's interest
- Formal Gathering (Preceptors Thank You or Date Function) – Depending on funds

Professional Development Chair:

Professional Development Chair serves as liaisons between HESA members and local chapters of ACHE, MGMA, and other professional health care organizations, by coordinating and supporting the involvement of students in ACHE & MGMA and local chapter.

Past Professional Development Chairs have encouraged attendance at the annual ACHE Congress and ACHE monthly Lunch & Learn networking events and MGMA Annual Conference, and local Lexington MGMA Chapter meetings. Professional Development Chairs are required to maintain active member status with both ACHE and MGMA, and to regularly communicate with the ACHE/MGMA local chapter president.

Traditional activities include but not limited to:

- Serve as state ACHE/MGMA representative for the University of South Carolina

HESA- Bylaws

- Must attend one of the conferences and appoint a representative if unable to attend the other
- Ensuring each member is a current member of ACHE and/or MGMA
- **Keep HESA members up-to-date on ACHE/MGMA news along with other organizations**
- Assist in registering members for the Annual ACHE Congress (spring) or MGMA Annual Conference (fall)
- Assist executive officers in coordinating the annual trip for the ACHE Congress (spring) & MGMA Annual Conference (fall)
- Must plan a Alumni/South Carolina reception at ACHE Congress and/or MGMA Annual Conference
- Other ACHE/ MGMA related duties as assigned

Fundraising/Partnership Chair:

The Fundraising Chair heads the Fundraising Committee. The purpose of the Fundraising Committee is to develop and implement projects to raise money to subsidize the HESA budget or other HESA activities. Past classes have held bake sales in the lobby of local hospitals, car washes in the parking lots of local hospitals, or Chik-Fil-A fundraising dinners. Past classes have also received a small profit from donations obtained through Alumni/ae donation letters the committee should communicate regularly with the Treasurer, and money raised through fundraising activities should be directed to the Treasurer to deposit to the HESA bank account.

Traditional activities include but not limited to:

- Creating fund raising and investment opportunities for the organization
- Drafting letters and documents required for fundraising purposes

ARTICLE V

Section 1: Changing of the Officers

Each December elections will be held for the new HESA officers. Newly elected officers will take over duties on January 1 of the following New Year.

*NOTE- New officers are to work closely with previous officers after elections.

*NOTE- Slate down for officer positions is allowed.

Example: If someone is running for President and does not get voted in, they have the option of being in the running for Vice President, all the way down to Fundraising/Partnership Chair.

Section 2: Healthcare Organizations

There are more healthcare organizations and you are not limited to just these:

ACHE: <http://www.ache.org/>

MGMA: <http://www.mgma.com/>

SCHA: <http://www.scha.org/>

IHI: <http://www.ihl.org/ihl>

Section 3: Miscellaneous

Each member of HESA can sign up as student members to other healthcare organizations, some at no additional charge. Every membership will allow you to attend several educational conferences.