



VCU

VIRGINIA COMMONWEALTH UNIVERSITY

School of Allied Health Professions | Department of Health Administration

Healthcare Executive Student Association

BYLAWS

Article I – Name

1. This organization shall be called the Virginia Commonwealth University (VCU) – Healthcare Executive Student Association.
2. The VCU Healthcare Executive Student Association is referred to as “HESA” or “the Organization” in these bylaws.

Article II – Purpose and Association to University and Department

1. The purpose of HESA is to promote the educational and professional development of students within the Virginia Commonwealth University (VCU) Department of Health Administration (HADM).
 - a. HESA is a student organization formally recognized by VCU.
 - b. HESA is associated and governed by the MCV Student Government Association (SGA).
2. The student efforts of four professional groups related to the profession of health administration, recognized by the VCU Department of Health Administration, have been brought together under the governing structure of HESA to effectively and efficiently coordinate the organizations' programs and activities, while increasing awareness of each organization's objectives and special interests. These organizations are:
 - a. The Higher Education Network of the American College of Healthcare Executives (ACHE),
 - b. Healthcare Information and Management Systems Society (HIMSS),
 - c. American College of Medical Practice Executives (ACMPE)/Medical Group Management Association (MGMA); hereinafter referred to as "MGMA" or "Medical Group Management Association,"
 - d. National Association of Health Services Executives (NAHSE).
 - e. Healthcare Financial Management Association (HFMA).
3. Other nationally-recognized, health executive groups represented by students and recognized by the Department of Health Administration will be considered for membership under HESA; however, the organization must be approved by the HESA board before it is formally recognized as a part of HESA.

Article III – Membership

1. Membership in VCU HESA is be open only to those individuals meeting the following requirements:
 - a. Current enrollment as a student in the VCU Department of Health Administration pursuing one of the following degrees:
 - i. Master of Health Administration (MHA),
 - ii. MHA/MD,
 - iii. MHA/JD,
 - iv. Master of Science in Health Administration (MSHA),
 - v. Doctor of Philosophy (PhD) in Health Services Organization and Research
 - b. Current affiliation with at least one recognized professional organization listed in Section II, 2.
 - c. Payment of annual dues to VCU HESA as described in Section IX, 2.

Article IV – HESA Council

1. HESA is governed by an Executive Council (hereinafter referred to as “Council”).
2. Members of the Council will consist of:
 - a. Elected students from the First and Second Year MHA classes elected by October 1 of each academic year;
 - i. First and second year MHA Class Vice-Presidents
 - ii. One elected Council member per class to represent each of the following organizations: Higher Education Network of ACHE, MGMA, and HIMSS, who must be student associates of the respective organizations
 - iii. One NAHSE representative, representing both classes, who will be appointed by the Program Director
 - iv. HFMA representative is optional depending on interest.
 - b. Voluntary or appointed representatives from the MSHA and PhD program.
3. The officers of this Council are: Chair, Chair-Elect, Treasurer, Secretary, and Communication Coordinator.
 - a. The Chair position will automatically be assumed by the Vice-President of the Second Year MHA class.
 - b. The Chair-Elect position will be assumed by the Vice-President of the First Year MHA class.
 - c. The Treasurer, Secretary, and Communication Coordinator will be appointed on a volunteer basis during the last scheduled meeting of the HESA Council for the school year.
4. All elected positions, i.e. the class Vice President (HESA Chairman) and individual organizations’ Chairmen will serve for two years.
 - a. Second-year Chairmen will have primary leadership responsibility of the VCU HESA Council starting at the beginning of their second year in the MHA program.
 - b. The Chair-Elect and first year Chairmen will assume primary leadership of the VCU HESA Council at the last HESA Council meeting of their first year.
 - i. Second-year Chairmen will be leaving for residencies soon after the last HESA meeting and will thus be absolved of any HESA leadership responsibility.

- ii. The incoming class will elect a new set of Chairmen, who will take on the roles of first year Chairmen at the beginning of the following fall semester.
- 5. Appointed positions, i.e. Treasurer, Secretary, and Communication Coordinator will serve for one year.

The HESA Council's Treasurer, Secretary, and Communication Coordinator will be appointed from the rising HESA board leadership team at the last scheduled HESA Council meeting.

Article V – Duties of the HESA Council

1. The Chair is the principal officer and is primarily responsible for leading the Council and managing its activities in accordance with the policies and procedures of HESA bylaws. In addition, the Chair is specifically responsible for:
 - a. Ensuring that each HESA organization is accountable for organizing meaningful events for students,
 - b. Developing agendas for and presiding over HESA meetings,
 - c. Coordinating class calendars with HESA events and promoting them to the classes,
 - d. Serving as a liaison with the Program Director and Faculty Advisors for the professional organization listed in Section II, 2,
 - e. Any other duties that may be expected of a leader.
2. The Chair-Elect is primarily responsible for assisting the chair in his or her duties as well as presiding at meetings in the absence of the Chair. In addition, the Chair-Elect is specifically responsible for:
 - a. Coordinating his/her class calendar with HESA events,
 - b. Promoting events,
 - c. Other tasks, as assigned by the Chair.
3. The Treasurer is primarily responsible for all HESA finances, tracking all cash inflows and outflows, while keeping funds of each professional organization separate as decided by the members of HESA Council.
 - a. The Treasurer is specifically responsible for:
 - i. Collecting dues,
 - ii. Paying bills,
 - iii. Developing financial reports for HESA and the Council,
 - iv. Other tasks, as assigned by the Chair.
 - b. The Treasurer is an elected position of the HESA board; this election is to be made on or before officer transition in the spring semester.
4. The Secretary is primarily responsible for keeping minutes of all HESA meetings.
 - a. The Secretary is specifically responsible for:

- i. Maintaining and preserving the records of HESA, including a membership roster,
 - ii. Submitting proposed amendments to HESA bylaws to for approval,
 - iii. Assuring continuity with changing Council members,
 - iv. Other tasks, as assigned by the Chair.
 - b. The Secretary is an elected position of the HESA board; this election is to be made on or before officer transition in the spring semester.
5. The Communication Coordinator is primarily responsible for keeping the students and facility abreast of HESA events.
 - a. The Communication Coordinator is specifically responsible for:
 - i. Maintaining the HESA events calendar.
 - ii. Coordinating with both classes and the facility to ensure that events are planned with respect to everyone's schedule.
 - iii. Serving as a liaison between the MHA program and the rest of the MCV campus student groups.
 - iv. Coordinating joint HESA functions with other MCV student groups.
 - v. Other tasks, as assigned by the Chair.
6. Council members are responsible for coordinating and planning at least one HESA sponsored event for his or her respective organization per semester, either alone or in collaboration with other HESA member organizations.
7. All members of the HESA Council are expected to attend HESA Council meetings; however, in his/her absence Council members shall send proxy.
 - a. The Chair-Elect will serve in the absence of the HESA Chairmen
 - b. A committee member shall attend meetings as proxy for an absent organization's Chairmen.

Article VI – Committee Structure and Responsibilities

1. For Higher Education Network of ACHE, MGMA, and HIMSS:
 - a. There are to be a total of three leadership positions for each of these student chapters per class.
 - i. The individual receiving the highest number of votes during MHA class elections will serve on the HESA Council, representing their respective group.
 - ii. Individuals in second and third place after the elections will be committee members of their respective groups.
 - b. If there are not at least three individuals who run for the position of Higher Education Network of ACHE, MGMA, or HIMSS Council chair positions, the elected Council member is responsible for organizing and forming three-person committees within their class.
 - c. The six individuals, i.e. the three leadership positions from the first year and three from the second year MHA classes, make up the committee for that organization.
2. NAHSE representatives are appointed by the Program Director.
 - a. One member will sit on the Council for NAHSE as determined by NAHSE representatives.
 - b. The individuals appointed will make up the NAHSE committee.

Article VII – Faculty Advisors

1. Each professional organization has a faculty advisor who will act as a link between the respective professional organization's national chapter and the Department of Health Administration. The advisor will work with student members, alumni/ae and the community to provide professional and educational opportunities to Department students. In addition, faculty advisors will:
 - a. Help to provide continuity as Council members and classes matriculate;
 - b. Help to ensure university and department standards are maintained in all HESA activities;
 - c. Provide financial oversight consistent with VCU and the department guidelines;
 - d. Represent HESA's interests to the faculty and administration;
 - e. Attend all HESA Council meetings;
 - f. Act as a liaison between the Council and the national chapters of the student organizations.

Article VIII – Meetings

1. Meetings of the VCU HESA Council will be held a minimum of twice per semester, or as deemed necessary by the Chair.
 - a. The first meeting during the fall semester shall be a planning and budgeting session and shall be held by September 8.
 - b. Prior to annual General Membership meeting (discussed below in Section VII, 2), the Council shall set the agenda and prepare a report to discuss any accomplishments, issues or goals.
2. General Membership meetings are open to all VCU HESA members.
 - a. These meetings will be held annually.
 - b. Updates on VCU HESA Council activities may also be communicated to HESA members through class meetings.

Article IX – Financing

1. Accounts

a. General HESA account

i. These funds will be held within an account established for HESA at an external banking institution.

ii. Revenue sources

1. A dues amount will be set each year by each MHA class (e.g. as a budget line item in an MHA class' budget).

2. Non-MHA HESA members will be charged a dues amount equal to the amount set by the most current MHA class.

3. Donations and fundraising revenue given to support general HESA funds will be included in the HESA bank account (see Section IX.3).

iii. Account Management

1. Co-signers on the account are restricted to the HESA Treasurer, and one advisor.

a. Any checks written from the account must be signed by the Treasurer.

b. Rotation of HESA officers on the account must occur during officer transition.

2. To request HESA funds for specific professional HESA organization:

a. Funds for that specific organization held by the MCV foundation must first be depleted (see Section IX.2.b.).

b. A specific organization's representatives (Chairman and/or committee members) with ideas for specific events shall bring the idea to the Council.

i. The Council, consisting of all represented HESA organizations, will discuss the proposal to determine if HESA funds should be allocated to the organization for the event.

- ii. If the Council finds merit in the event, funds will be allocated to that specific organization via a check from the HESA account.
- b. Individual organizations' accounts (Higher Education Network of ACHE, MGMA, HIMSS, and NAHSE)
 - i. Funds for these organizations will be held by the MCV Foundation.
 - ii. Revenue sources
 1. Donations given for an individual HESA organization will be placed in the MCV Foundation under that organization's name (see Section IX.3).
 2. Fundraising monies for an individual HESA organization will be placed in the MCV Foundation under that organization's name (see Section IX.3).
 - iii. Account Management
 1. Use of these funds will be at the discretion of the respective organization's Chairman.
 2. Any fiscal activity related to these accounts will go through the Department of Health Administration's Fiscal Administrator.
 - a. Donations must be given to the Fiscal Administrator to be deposited into the MCV Foundation.
 - b. Funds can only be accessed through reimbursement.
 - c. For reimbursement:
 - i. Ensure funds are available in the respective organization's account before going through with any event.
 - ii. Save all receipts and give them to the Fiscal Administrator for reimbursement.
2. Potential funding through the Medical College of Virginia (MCV) Campus Student Government Association (SGA)
 - a. The MCV SGA has funds available to registered organizations upon request and subsequent approval by the MCV SGA executive team.
 - b. Process for requesting funds from the MCV SGA:

- i. HESA organizations' Chairman and/or committee members shall bring ideas for specific events to the HESA Council, along with a cost estimate.
 - ii. If approved by the HESA Council, Chairmen and/or committee members of respective HESA organizations must submit necessary paperwork.
 1. Visit the MCV SGA webpage:
<http://www.vcu.edu/sga/med/index.shtml>)
 2. See MHA class' SGA representative for more information
 - iii. If SGA approves the event, submit receipts for reimbursement of the amount for which the event was approved.
 - iv. Caveats
 1. The event must be appeal to and be open to all MCV campus students
 2. Proposal to SGA must be submitted 30-60 days prior to the event
3. All outside fund-raising activities (e.g. targeting local hospitals, companies, alumni/ae, etc.) will be coordinated strictly through the HESA board and then the Department of Health Administration's Director of External Relations.

Article IX – Amendments and Voting Procedures

1. These bylaws may be amended by a vote of two-thirds of the members in good standing of the VCU HESA. Council representatives are responsible for evaluating these bylaws each academic year and proposing any changes they may find necessary.
 - a. Official business will be conducted when quorum is present.
 - b. Quorum of HESA shall be defined as 65 percent of HESA membership.
 - c. Voting may take place electronically, via email and will require a quorum vote for approval of business items.
 - d. Matters to be voted on include:
 - i. Amendments to the By-Laws;
 - ii. Financial matters concerning the operations of HESA;
 1. Dues
 2. Budgetary matters
 3. HESA Bank Account Issues
 - iii. Any issues in which the Chair deems appropriate to seek consensus from the Council and/or HESA members.
 - e. HESA Council members may bring forward issues to be discussed during allotted time.
 - f. If issues discussed at HESA meetings cannot be resolved, the Chair may designate a committee to be formed to resolve the issue; said committee shall function until the Chair sees fit to disband said committee.

Article X – Dissolution of HESA

1. Dissolution of HESA will require unanimous agreement of all HESA members, given quorum.
2. At the dissolution of the organization, funds will go to the Department of Health Administration without any restrictions placed upon the funds.

Article XI - Approvals

_____ Chair,	_____ Date
_____ Chair-Elect,	_____ Date
_____ Higher Education Network of ACHE Co-Chair,	_____ Date
_____ Higher Education Network of ACHE Co-Chair,	_____ Date
_____ MGMA Chair,	_____ Date
_____ HIMSS Chair,	_____ Date
_____ HFMA Chair,	_____ Date
_____ NAHSE Chair,	_____ Date

Submitted to the Department of Health Administration at Virginia Commonwealth University – Medical College of Virginia campus and approved by MHA Program Director.

MHA Program Director
Department of Health Administration

Date