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The National Association of Healthcare Transport Management, Inc.

www.nahtm.org

MISSION

The National Association of Healthcare Transport Management (NAHTM) is dedicated to the professional development of hospital based transportation managers through the promotion of leadership excellence, as well as providing members with the resources necessary to implement and practice the highest standards for patient transportation and related activities.

VISION

The vision of NAHTM is to be the internationally recognized information source for hospital based patient transportation and related activities. NAHTM will achieve this goal through the promotion of relevant technological advances, benchmarking, sharing best practices, current management, leadership philosophy, and through the development and implementation of certification programs.

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Article I – Name

Section A. Name

This group shall be known as the **National Association of Healthcare Transport Management (AKA: NAHTM)**

Section B. Tax Status

NAHTM shall be “not-for-profit”.

Article II – Purpose

The purpose of the **NAHTM** shall be to advance the professional development of hospital-based transport management by offering members:

1. Education and certification programs;
2. An opportunity to meet and network with peers through the NAHTM web site.
3. At the annual conference, members will have the opportunity to share best practices, dialog current transportation concerns, as well as participate in various roles in learning labs.

Article III- Objectives

The objectives of **NAHTM** shall be to:

1. Promote the importance of hospital based patient transportation;
2. Maintain a leadership role in setting national standards for hospital based patient transportation;
3. Be recognized in the industry as the source for information and educational resources for hospital based patient transportation
4. Support recognition of the hospital based patient transporter through venues such as **National Patient Transport**.
5. Establish regional NAHTM associations throughout the continual US and Canada.
6. Establish recognition of and/or coalitions with similar professional organization;

Article IV – Fiscal Year

NAHTM's fiscal year shall be January 1 through December 31

Article V– Membership

Section A. Membership Dues

1. **Full Member – \$115.00 per year**
The applicant must direct, manage, supervise, coordinate and/ or have some administrative control of patient transportation within a healthcare organization.
2. **Transitional and Retired Members - \$115.00 per year**
The applicant must have past experience of direct, manage, supervise, coordinate and/ or have some administrative control of patient transportation within a healthcare organization.

Section B. Rights and Responsibilities of Membership

1. **Full Members** in good standing shall be entitled to:
 - a. Vote on all matters submitted to a vote of the membership (Article 8, Section B);
 - b. A proxy vote for the election of Executive Officers if unable to attend the national conference;
 - c. Hold office (Article VIII, Section F);
 - d. Serve on committee;
 - e. Exercise any right voted in by the membership.
2. **New Members** shall be entitled to all benefits enjoyed by Full Members except for the right hold executive office.
3. **Transitional and Retired Members** shall also be entitled to all benefits enjoyed by Full Members except the right to hold executive office

Section C. Establishment and Maintenance of Membership

1. A qualified individual must first submit an application for membership and pay the membership fee. Membership in *NAHTM* shall become effective upon successful completion of the review process (Article V, Section D).

Member in Good Standing – a member shall be in good standing providing he/she remains eligible (Article V, Section E) and pays his/her annual membership prior to expiration each year. A grace period will ensue for one month after expiration. If by that time the membership has not been renewed, the individual shall be removed from the official membership list and denied access to “members only” sections on the NATHM web site. Note: Members who are attending the conference and are not in *good standing* prior to the conference will not be allowed to vote on matters put forth at the conference, including the vote to elect the Executive Committee.

Section D. Membership Processing Procedure

1. The Secretary shall accept all applications for NAHTM membership with the issuance of an electronic letter that welcomes the applicant as well as advise the applicant of the membership review process conducted by the Secretary and Treasurer of NAHTM.
2. The applicant will be notified of acceptance or rejection within 30 days of receipt of application.
3. If the application is accepted, new member information will be added to the e- mail server list. At that point the new member will have access to “members only” sections on the web site.
4. If the application is rejected, a letter will be sent electronically explaining the reasons for rejection along with a refund from the Treasurer. If the applicant qualifies for another category of membership, this will be noted in the letter with an invitation to apply to the appropriate membership category.
5. An applicant rejected for membership or, for a particular category of membership may appeal, in writing to the President of NAHTM. The President in turn, will review with three-fourths of the Executive Committee.

Section E: Suspension or Expulsion

1. The Executive Committee may suspend any member for cause at any time. The suspended or expelled member has the right to submit an appeal to the President no more than thirty (30) days after being notified of the suspension or expulsion. By a majority vote, the Executive Committee and Committee Chairpersons will decide to uphold the decision to expel or suspend or, reinstate the member. The member will be notified in writing within 15 days of the appeal.
2. The term “for cause” shall include, but not be limited to, any of the following:

- a. Any violation of the bylaws
- b. Any conduct that is prejudicial to the interest and welfare of the NAHTM organization and its members, to include misappropriation of copyrighted educational materials and misuse of the membership list.

Article VI – Executive Committee: Officers and Duties

Section A. The Executive Committee

The Executive Committee is comprised of the elected officers and the immediate past President. The elected officers of **NAHTM** shall be:

- 1. President**
- 2. Vice-President**
- 3. Secretary**
- 4. Treasurer**

Section B. Election of the Executive Committee

1. Election of National Officers shall be held at the Annual Conference.
2. The election of officer shall be held every two (2) years. The election of both Vice- President and Treasurer will be held in **odd** years; the election of both President and Secretary will be held in **even** year.

Section C. Term of Office

1. The President will hold the position of President for a 2-year term. Upon the completion of the President’s tenure in office, and the President does not seek re-election, the President will automatically succeed to the position of Past President for 1 year.
2. The Vice President, Secretary and treasurer will all hold their position for a 2-year term.
3. If an Executive Committee member resigns or, is removed from their position prior to the end of their term and there is 6 months or more prior to the commencement of the annual conference, the President will appoint a qualifying member to complete the term of office
4. If an Executive Committee member resigns or, is removed from their position prior to the end of their term and there is 6 months or less prior to the commencement of the annual conference, the office will remain vacant.
5. Under either scenario, the vacated position will be added to the Call for Nominations (that is if position is not already listed for nomination and subsequent election for that year) for vote at the annual conference business meeting (Nominating Committee: Article VIII, Section A).

5. Members voted to the Executive Committee shall be installed during the annual conference general membership meeting and shall assume the duties of their position immediately.

Section D. Eligibility for the Executive Committee

1. A **Full Member** in good standing may be nominated for office.
2. A **Full Member** seeking a position on the Executive Committee must be a member for at least 3 years, have attended at least 2 national conferences.
3. No more than 50% of the Executive Committee Board can be made up of members from the same organization.

Section E. General Duties of the Executive Committee

1. The executive Committee shall create a score card of key performance metrics to include:
 - a. % of meetings attended by each board member
 - b. % of timely delivery of assignments by board members
 - c. NAHTM Account Balance
 - d. # of new members and new exhibitors recruited
2. This scorecard will ensure transparency in Executive Committee operations and the ongoing integrity of NAHTM

Section E. Duties Specific to the Position

1. Past President
 - a. Serve as a mentor to the current President.
 - b. In the event of a tie in an executive decision, the Past President will serve as the tie breaker.
 - c. Participate in scheduled monthly conference calls upon the request of the Executive Committee.
2. **President**
 - a. As the administrative lead of the organization, the President shall preside at all meetings of the Executive Committee and/or of the membership.
 - c. The President will serve as a liaison with other networks and organizations.
 - d. Chair the Bylaws Committee
 - e. Assist with planning for the National Conference
 - f. Plan and participate in all of the scheduled monthly conference calls.

3. *Vice-President*

- a. In the absence of a president, the vice-president will be vested with full presidential authority.
- b. The vice-president will perform duties as delegated by the president.
- c. The vice-president will chair the Networking and Vendor Relations Committees in preparation for the annual National Conference and National Patient Transportation Week
- d. Participate in 75% of scheduled monthly conference calls.

4. *Secretary*

- a. The Secretary will chair the Membership Committee
- b. The secretary will record, maintain and archive all documents, including meeting minutes of the Executive Committee and of *NAHTM*. The secretary will make all minutes available to members via posting on the members section of the website within 30 days of the meeting
- c. The secretary will work with the webmaster to update any changes relating to membership and payment processes on the *NAHTM* website.
- d. In conjunction with the *NAHTM* Treasurer, the Secretary will keep an active spreadsheet of membership dues and conference fees.
- e. The secretary will be expected to keep an active record and address file of all members in good standing.
- f. The secretary will be responsible to read and maintain a file of all national association correspondence.
- g. Monitor and complete forms as required relation to the incorporation status of the association.
- h. Participate in 75% of scheduled monthly conference calls.

5. *Treasurer*

- a. The treasurer will receive, for deposit in a bank account, all funds of the *National Association of Healthcare Transport Management*. The treasurer will maintain a record of all income and expenses.
- b. The Treasurer will prepare all tax forms and annually file taxes
- c. The treasurer will prepare and submit an Annual Report to the Executive Committee.
- d. The Treasurer's monthly reconciliation report will be available to all members, via posting on the member's only section of the website, no more than 30 days after executive Committee approval
- e. The Treasurer will chair the Education and Programming Committees
- f. The treasurer will make all records available for an independent audit, when requested by the executive committee.
- g. The Treasurer will be bonded.
- h. Participate in 75% of scheduled monthly conference calls.

Article VII –Expenses/Fees

Section A. Expense Reimbursement

1. The Executive Officers (Article VI, Section A), who attend national meetings, i.e., Annual Conference, Executive Committee Meetings, etc. will be reimbursed, per the Travel Expense Policy (Addendum A)
2. The specific amount of reimbursable expenses is detailed in the *Travel Expense Policy*.

Section B. Fees and Expenses Waived

1. The conference registration fee is waived for members of the Executive Committee only.
2. The guest fee charged to attend the Annual national conference gala will be waived for 1 guest per each member of the Executive Committee.

Article VIII – Other Standing and Ad hoc Committees.

Section A. Standing Committees

1. In addition to the Executive Committee there may be *NAHTM* Standing Committees as follows:
 - a. Management Certification Committee
 - b. National Standards/Benchmark Committee
 - c. Events Committee
 - d. Nominating Committee
2. The Executive Committee shall appoint the Chairperson for each committee. The term of Committee Chair is two (2) years and an individual may hold 2 consecutive terms.). Two years will not include any years of service as an interim position.
3. The term of committee membership is two (2) years, terminating when a new committee is constituted subsequent to the annual meeting. There is no limit to the number of terms a member may serve on each committee.

National Standards/Benchmark Committee

1. The Chair shall be a member in good standing for a period of at least one year. (Article V, Section C), and shall be appointed by the Executive Committee.
2. Committee membership will be granted on a volunteer basis.
3. The duties of the National Standard Benchmarking Committee are as follows:
 - a. Establish and monitor for revision categories of metrics for hospital based patient transport.
 - b. Actively solicit information from members regarding best practices as

- they relate to hospital based patient transport.
- c. Collect, review and organize statistical data and prepare materials for distribution to members.

Events Committee

1. The Chair shall be a member in good standing for a period of at least one year. (Article V, Section C), and shall be appointed by the Executive Committee.
2. Committee membership will be granted on a volunteer basis.
- 3 The duties of the Events Committee are as follows:
 - a. Plan and implement activities for National Patient Transportation Week
 - b. Organize and plan events for the National Conference held annually.

Nominating Committee

1. The Chair shall be a member in good standing for a period of at least one year. (Article V, Section C), and shall be appointed by the Executive Committee.
2. The duties of the Nominating Committee are as follows:
 - a. During each nomination, solicit prospective candidates, via a candidate profile, from **NAHTM** members who are in good standing for at least three (3) years, and have attended at least two (2) conferences. Call for nominations and publish list of prospective candidates.
 - b. Electronically mail and post on web site the final list of nominees, accompanied by a brief biography and related experience for each nominee prior to the National Conference.
 - c. During election, prepare a ballot of nominated candidates for the position being nominated that year
 - d. 45 days prior to the National Conference electronically mail out election forms to all Full members who are eligible to vote.
 - e. Absentee ballots should be received by the chair of the nominating committee 30 days prior to the start date of the National Conference.
 - f. A list of members casting absentee votes will be compiled by the chair of the nominating committee. Members casting absentee votes are ineligible to vote for candidates at the general meeting during the national conference.
 - g. Introduce prospective candidate bios to membership at the business meeting held at the annual conference.
 - h. Conduct the annual election during the general membership business meeting of the National Conference.
 - i. Assist with the installation of officers at the **NAHTM** annual business meeting during the National Conference.

. Section B Ad Hoc Committees

1. Additional Ad Hoc committees may be formed as recommended by the Executive Committee for a specific purpose and is time limited
2. The Executive Committee will appoint the chairperson, Chair must be a member in good standing for a period of one year. Committee membership will be granted on a volunteer basis.

Article IX– Meetings

Section A. Executive Committee Meetings (as per Article VI, Section E)

1. The Executive Committee shall hold 4 face-to-face, in- person meetings per annum for the purpose of reviewing association Bylaws, setting policy, budget as well as conference agenda and to attend to other business as needed.
2. These meetings will be held quarterly. To minimize expense to the association, 1 Executive committee meeting will be held during the annual, national conference and another will be held during the annual conference planning site visit. The remaining 2 Executive Committee meetings will be held in a city/town with close proximity to the workplace of 1 of the officers.
3. In the months between these quarterly Executive Committee meetings, the members of the Executive Committee will follow a standard schedule of monthly meetings via a conference call. Executive Committee members shall attend a minimum of 75% of the scheduled meetings, face-to-face or via conference call, during the year between the annual conferences.
4. The Chairs of Standing and any Ad Hoc Committees will be invited to attend the Executive Committee meeting held during the annual conference.

Section B. National Conference

1. The association's annual business meeting shall be held during the National Conference.
2. The site of the National Conference shall be rotated throughout the U.S.A., Canada and South America
The Executive Committee shall make the final decision as to the city of choice based on cost to members and availability of desired conference dates.
3. The Executive Committee will determine the Annual Conference registration fee in accordance with the cost incurred for staging the event during the prior year.

Section C. Voting for Election of the Executive Committee – Annual Business Meeting

1. Full Members, in good standing (Article V, Section C), shall have the right to vote for Executive Officers.
2. A proxy vote for the election of national officers shall be permitted for members, in good standing, who are unable to attend the annual meeting. The proxy must be submitted to the Chair of the Nominating Committee at least 1 month prior to the National Conference.
3. Quorum: A quorum at any annual or special business meeting shall consist of no less than 10 percent of eligible voting members of the Association.

Section D. Annual General Membership Meeting: Order of Business

1. The order of business at all meetings shall be as follows:
 - a. Roll call
 - b. Reading of the minutes from prior business meeting
 - c. Report from standing committees
 - d. Report from regional associations
 - e. Officer reports
 - f. Old business
 - g. New business (to include elections)
 - h. Correspondence
 - i. Adjournment

Section E. Exhibitors at The Annual Conference

1. The cost to a vendor wishing to exhibit products relating to the healthcare transportation field at the annual conference will be determined based on the cost projection of the national conference.
2. Exhibitors will be allowed exhibition space at the conference; the same meals afforded NAHTM members, a conference attendees list, and mention of the exhibitor's company on the NAHTM web site.
3. Corporate Sponsorship includes the amenities afforded all exhibitors at the conference.
4. An exhibitor must seek approval from the Executive Committee if the exhibitor wishes to hold a breakout session for conference attendees. The session content must prove to be of value for the members and the session must not constitute a conflict of interest with NAHTM's "not-for-profit" status.

Article X – Honorary Members

Section A. Definition

The **Founder** is an *Honorary Member*. As an *Honorary Member*, he/she is granted the rights to attend member meetings, at his/her own expense, speak, but not vote, except in the case of a tie, and serve as an Honorary Chairperson.

Section B. Participation

If requested by the incumbent national President, to represent ***NAHTM*** at a specific function, the *Honorary Member* will be reimbursed for travel and / or room/board expenses incurred as a direct result of attending that function.

Article XI – Regional Associations

The Executive Committee shall establish regions throughout the United States. The number of such regions, and their boundaries, shall be determined by vote of the Executive Committee. A Delegate from each region shall be elected by plurality of the votes cast by members from the region. The Regional Delegate shall be responsible for coordinating the activities of the Association within the region, subject to other provisions of these Bylaws, with the assistance of one or more members located within the region. Additionally, the Regional Delegate shall assure that Association policies, regulations, guidelines, programs, recommendations and actions are communicated to the membership. The Executive Committee shall establish the terms of service of the Regional Delegates.

Article XII – Amending NAHTM Bylaws

Section A. Bylaws Amendment Process- Membership Participation

1. A formal process for bylaws law review by Members-in-Good-Standing will be conducted in August of every year. The members will be electronically invited to review current bylaws. If any member would like to propose a change, they must complete and submit a bylaws change form. The proposal will be voted on during the business meeting of the annual national conference to be held at the end of September. The proposed bylaw change must be amended by a three-fourths (3/4) vote of Members-in-Good-Standing and present during the annual conference business meeting.
2. The Bylaws shall be amended by a three-fourth (3/4) vote of the members in good standing present at the annual business meeting. If a bylaw change is recommended and voted upon outside of the annual meeting, a three-fourth (3/4) vote of all current members is required. Bylaw changes shall not be made at the sole discretion of the Executive Board.

Section B. Executive Committee Role

1. Bylaws changes will not be made at the sole discretion of the Executive Committee.
2. Once approved by a three-fourths (3/4) vote by Members-in-Good-Standing amendments to the Bylaws become effective immediately. The President, as Chair of the Bylaws Committee will direct Bylaws Committee members to incorporate amendments into the existing Bylaws.
3. Amended bylaws will be made available to all Members-in-Good-Standing within 2 months post conference

Article XIII – Dissolution/Distribution

Section A. Dissolution of NAHTM

At such time that the *NAHTM* organization becomes inactive, no member shall possess property belonging to the organization.

Section B. Distribution of Assets

At the time of dissolution, if the *NAHTM* organization owns property, after paying, or adequately providing for, it's debt, the Executive Committee shall provide for the remaining property and/or finances to be donated to a notable not-for-profit charitable organization.

The Executive Officers and Association Chairpersons shall administer its affairs honestly and economically and exercise their best care, skill, and judgment for the benefit of NAHTM, INC

The Executive Officers and Association Chairpersons shall exercise the utmost good faith in all transaction relating to their duties in NAHTM, INC. In their dealings with and on behalf of NAHTM, INC, they are held to a strict rule of fairness.

All acts of Executive Officers and Association Chairs shall be for the benefit of the NAHTM, INC. These individuals shall not accept any favor that might adversely or improperly influence their actions affecting the Association or its members.

During their terms of office, Executive Officers and Association Chairs shall promptly make full disclosure to the committee on conflict-of-interest, of any existing or new employment, activity, investment, or other interest that might involve obligations that may adversely compete with, or be in conflict with, the interest of the Association.