



**AMERICAN ASSOCIATION OF
HEALTH AND HUMAN SERVICES ATTORNEYS
BY-LAWS
AS APPROVED BY THE EXECUTIVE COMMITTEE
Seattle, Washington, November 10, 2015
With Amendments Presented for consideration to the Executive Committee
March 24, 2016**

PREAMBLE

These bylaws apply to the American Association of Health and Human Services Attorneys as established within the American Public Human Services Association (“APHSA”). These bylaws are intended to support the affiliate in carrying out its purpose, serving membership, organizing its leadership body and establishing its operating processes. These bylaws are in conformance with and subject to the APHSA governing bylaws.

ARTICLE I – OBJECTS

SECTION 1. The name of the Association shall be the American Association of Health and Human Services Attorneys, an affiliated organization of the APHSA.

SECTION 2. The purpose of the Association is to provide a forum at national, state, and regional levels for the discussion of legal matters pertaining to the administration of health and human services, and to provide for cordial exchange of experience and knowledge related to the development and implementation of health and human services policy.

SECTION 3. Consistent with the strategic direction set by APHSA, the Association shall take responsibility through annual national meetings and through regional meetings, or by other means approved by the Executive Committee, for continuing analysis of federal and state health and human services legislation in terms of its relevance to the needs and problems of those to be served.

SECTION 4. The Association shall maintain one or more ListServes as approved by the Executive Committee to promote the exchange of knowledge and ideas among voting members and other persons approved by majority consent of the Executive Committee or one or more designees of the Executive Committee.

ARTICLE II – MEMBERSHIP

SECTION 1. The membership of the Association shall consist of members of the Bar of any district, state, territory, political subdivision, or tribal entity who is actively engaged as an employee of or contracted counsel to a health or human services agency of any district, state, territory, political subdivision, or tribal entity or as an employee of or contracted counsel to an attorney general, or equivalent officer. Any member who leaves public employment and any member of the Bar who is an employee of the federal government is entitled to membership, but may not vote or hold office.

SECTION 2. A person who is eligible for membership under the provisions of Section 1 of this Article may become a member by attending an annual training and continuing education conference or by applying for membership in writing submitted to the Secretary of the Association for action by the Executive Committee at its next regular meeting or by the officers if so authorized by the Executive Committee.

SECTION 3. There shall be six regions of the Association as approved by the Executive Committee.

ARTICLE III – OFFICERS

SECTION 1. The officers of the Association shall consist of the President, Vice-President, Secretary, Treasurer, and Board Delegate. The officers shall be elected by the membership at each annual meeting of the Association, and shall serve a term of one year, except for the Board Delegate, who shall be elected at alternate annual meetings of the Association, and shall serve a term of two years. The terms of officers shall commence immediately following their election and shall end upon the election of their successors.

SECTION 2. The President shall preside at the annual meeting of the Association and at all meetings of the Executive Committee and shall make an annual report to the membership concerning the activities of the Association. The President shall appoint members and designate chairpersons of such committees as may be necessary to promote the objects of the Association. The President shall make appointments, with the majority consent of the remaining membership of the Executive Committee, to fill any vacant position on the Executive Committee which will not otherwise be filled by any immediate regular election. The President shall serve on the APHSA's Affiliate President's Council, or may appoint a designee from the voting membership with the approval of the Executive Committee.

SECTION 3. The Vice-President shall perform the official functions of the President when the President is absent or unable to serve and shall serve as the conference coordinator of the annual training and continuing education conference of the Association.

SECTION 4. The Secretary shall prepare and submit to the President minutes of the Executive Committee meetings and the annual meeting of the Association; shall be responsible for correspondence and such other related matters as shall be referred by the President; shall perform the official functions of the President if both the President and the Vice-President are absent or unable to serve; shall perform the official functions of the Vice-President if the Vice-President is absent or unable to serve; shall be responsible for preparing, editing, and disseminating all annual training and

continuing education conference materials; shall supervise the Treasurer; and shall act as a liaison with staff of the APHSA.

SECTION 5. The Treasurer shall coordinate the conference budget and other financial needs of the Association in consultation with APHSA; shall supervise the chairpersons of all regions; and shall be responsible for maintaining the roster of membership information.

SECTION 6. The Board Delegate shall support the President in working with the Board and executive staff of the APHSA, including helping to assure that the mutual commitments set forth in the APHSA-Affiliate Charter are met.

ARTICLE IV - NOMINATION OF OFFICERS

SECTION 1. At the earliest possible date, the President shall appoint the chairperson and other members of the Nominating Committee and shall notify the membership of the name and contact information of such chairperson in order to facilitate the early submission of nominations for office by the membership.

SECTION 2. The Nominating Committee shall consist of a chairperson and at least two other members. Committee members shall serve from the date of their respective appointments until the next regular election. No Association members shall receive consecutive appointments as chairperson.

SECTION 3. The Nominating Committee shall nominate a minimum of one candidate for each of the offices specified in Article III, Section 1, to be filled at the next regular election, which shall be announced to the membership prior to the election.

SECTION 4. The membership reserves the right to nominate candidates from the floor during regular elections. The membership reserves the right of secret ballot in all elections between multiple nominees. No nominees shall be entitled to more than one three-minute speech in support of his or her election.

ARTICLE V - EXECUTIVE COMMITTEE

SECTION 1. The Executive Committee shall be composed of the officers, the immediate past President of the Association, all active past Presidents, four at-large members appointed for one-year terms by the President with the majority consent of the Executive Committee, and the chairperson, two Representatives, and at least one Alternate Representative from each of the six regions elected by the regional membership co-terminously with the term of the President.

SECTION 2. The Executive Committee shall consider plans and objectives for presentation to the membership at the annual meeting; shall plan the annual meeting and the annual training and continuing education conference; shall approve plans for regional structure; and shall carry responsibility with the President for the business of the Association that must be transacted between annual meetings.

SECTION 3. The chairperson of each region shall supervise the Representatives and Alternate Representatives of that region; shall evaluate and edit the content of the membership roster pertaining to that region as needed to maintain updated information; and shall evaluate and edit proposed content of any newsletter or other literature pertaining to that region or written by a member from that region.

SECTION 4. The Regional Representatives of each region shall cooperate in collecting and updating information for the membership roster from all appropriate persons within the region; respond to inquiries of prospective and current Association members; and participate in preparation for the annual training and continuing education conference.

SECTION 5. At least one Alternate Representative elected from each region shall assist the Regional Representatives of that region and shall perform the official functions of a Regional Representative from that region who is absent or unable to serve.

ARTICLE VI – MEETINGS

SECTION 1. The Association shall meet no less than annually and shall, where appropriate and feasible, meet in conjunction with such annual meetings of the APHSA and its affiliates as may from time-to-time occur, with priority given to roundtable sessions of the APHSA.

SECTION 2. The Executive Committee shall establish the time and place of the meetings of the Association and shall encourage concurrent regional meetings between the Association and the APHSA.

SECTION 3. The President shall call such meetings of the Executive Committee at such times and places as shall be necessary for the conduct of the Association's business and the planning of the national training and continuing education conference. The President shall consider calling such meetings in conjunction with meetings of the APHSA and its affiliates.

SECTION 4. The annual training and continuing education conference shall be open to all voting and non-voting members of the Association, non-members who would qualify to be members under Article II, Section 2, and to other persons as approved by the officers or their designee(s).

ARTICLE VII – AMENDMENTS

SECTION 1. These By-Laws may be amended by the majority vote of the membership at the annual meeting. The membership may, by a majority vote, authorize the Executive Committee to approve amendments to these By-laws between annual meetings. The membership may also authorize the Executive Committee to submit amendments to these By-laws to the membership for a vote by electronic means.