

**National Association of
Health Unit Coordinators, Inc.
-Healthcare Support Team Members
(NAHUC)**



**Information
Handbook**

Last Revision: April 2022

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The NAHUC Information Handbook is reviewed and revised as deemed necessary. Last revision: July 2017, April 2022

**THE NATIONAL ASSOCIATION
OF HEALTH UNIT COORDINATORS, INC. (NAHUC)
-Healthcare Support Team Members
INFORMATION HANDBOOK**

This handbook has been compiled to assist the NAHUC members as well as to provide pertinent information to persons seeking new membership or expressing an interest in the association. Further information may be obtained by contacting our management service at:

NAHUC, Inc.
PO Box 1898
Rockford, IL 61110
Phone: (815) 633-4351 Fax: (815) 633-4438
Email: office@nahuc.org
NAHUC web site: www.nahuc.org

NAHUC MISSION STATEMENT

The National Association of Health Unit Coordinators, Inc., is dedicated to promoting health unit coordinating as a profession through education and certification, complying with the NAHUC Standards of Practice, Standards of Education and Code of Ethics.

NAHUC VISION

To become nationally recognized as the standard of excellence in the provision of education and certification for the health unit coordinator profession within the health care industry.

NAHUC CORE VALUES

◆ Membership ◆ Education ◆ Certification ◆ Stewardship

HEALTH UNIT COORDINATOR WEEK AUGUST 23-29

Myrna LaFleur, who became the NAHUC founding president, invited several interested persons to meet with her in Phoenix, Arizona, on August 23, 1980, to discuss the formation of an association for health unit coordinators. This was the first meeting and resulted in selecting the name, National Association of Health Unit Clerk/Coordinators. The membership voted to drop the word “Clerk” from the association name in 1990 with an amendment to the Articles of Incorporation.

August 23 was declared Health Unit Coordinator Day by many mayors and governors nationwide, who issued proclamations declaring August 23 “Health Unit Coordinator Day”. In 2017, NAHUC expanded the recognition from one day to one week: August 23-29.

In 2021, NAHUC added the subtitle of “Healthcare Support Team Members” to be more welcoming to all healthcare professionals who could benefit from NAHUC certification and education.

NAHUC OBJECTIVES

- Promote recognition of health unit coordinators as professionals with skills and expertise in their chosen field.
- Develop and present educational programs, which offer continuing education and credit (contact hours) to maintain and increase the coordinator’s knowledge and area of expertise.
- Increase membership, thereby strengthening our association to accomplish its goals.
- Develop and maintain guidelines for educational programs.
- Promote certification and recertification.
- Encourage development of health unit coordinating programs in local colleges.
- Provide information to prospective health unit coordinating students.
- Serve as the official representative of health unit coordinators to allied health professionals, government and educational facilities, and the community.

MEMBER ELIGIBILITY AND BENEFITS

NAHUC is a “membership” association, and is currently the only professional association for health unit coordinators and those performing the duties ascribed to health unit coordinators under different titles. The NAHUC Board of Directors and all committee positions are staffed with volunteers who are either elected by the membership or appointed by the NAHUC President and approved by the Board of Directors. (See the NAHUC Bylaws for qualifications.)

NAHUC welcomes the healthcare support team members working under a variety of titles. Membership is open to all including, but not limited to, health unit coordinators, health unit coordinator educators, health unit coordinator supervisors, students of health unit coordinator programs, and persons either retired or taking an extended leave of absence from active practice in the profession.

Membership as an Institutional Provider of NAHUC is open to health care facilities and educational institutions and chapters. An Institutional Provider shall have the right to award contact hours on behalf of NAHUC for programs they present or directly sponsor.

MEMBER VOTING PRIVILEGES

Active membership provides voting privileges for:

- National offices
- Bylaw changes of NAHUC
- Amendments to the Articles of Incorporation
- A voice in health unit coordinator issues and concerns
- An opportunity to contribute to the future development of our profession

NAHUC MEMBERSHIP FEE

Includes:

- Quarterly newsletter subscription, “the Coordinator”
- Continuing education quiz in every newsletter
- Discount on fees for education web learning modules
- Discount on fees for certification and recertification
- Discount on fees for education conference registration
- Discounts on fees for lending library and NAHUC publications and merchandise
- Access to NAHUC Membership Lists

Fees are used, in part, for the association’s cost to provide the above listed benefits and services, as well as:

- NAHUC’s annual national education conference
- NAHUC education seminars
- NAHUC brochures and literature
- Board of Directors meetings for decision making purposes
- Administrative management services
- The overall cost to maintain the daily operations of NAHUC

NAHUC'S RESPONSIBILITIES TO THE MEMBERS

- To conduct the business of the association through the NAHUC Board of Directors in the most effective manner available.
- To disseminate information to the members regarding the operation of the association and decisions made as well as information, which may be useful to increase their knowledge.
- To offer and promote educational opportunities on a local, state, regional and national level.
- To support elected officers in conducting the business of the association honestly, diligently, and expediently.
- To serve as the official representative of health unit coordinating to allied health professionals, government and educational facilities, and the community.
- Certify/Recertify those who meet the requirements of the NAHUC Certification/Recertification programs.
- To research and plan for the future needs of the membership and profession.

NAHUC LEADERSHIP OPPORTUNITIES

NAHUC welcomes and encourages local, state and national participation. NAHUC, in its committees, task forces and affiliates, encourages members, regardless of race, gender, creed, color, national origin, religion, marital status, age or sexual preference, to apply for office on the Board of Directors, committees, task forces, or affiliates.

The NAHUC Board of Directors consists of the President, Vice President, Secretary/Treasurer, Director(s) at Large, and the Directors of the Certification and Education Boards. The criteria for a national board position includes such things as NAHUC membership status, certification, committed to support and advance the mission and purposes of NAHUC, and the willingness to commit time and money (travel/motel/meals expenses may not always be fully covered).

The Board of Directors are elected by a national election. If you are interested in becoming a candidate for office, contact the NAHUC office or a NAHUC Officer.

There are also two other boards, the Certification Board and the Education Board. Members on these boards are appointed by the President and approved by the Board of Directors. Contact the NAHUC office or Certification Board or Education Board Directors for criteria to serve on these Boards.

NAHUC BOARD OF DIRECTORS

Officers:

Three-year term, elected by national membership:

- President
- Vice President

Annually appointed by the Board from among the members of the Board:

- Secretary/Treasurer

Board Members:

Three-year term, elected by national membership:

- Director(s) at Large

Three-year term, appointed by the President with the approval of the Board of Directors:

- Director of Certification Board
- Director of Education Board

Purpose: To conduct the business of the Association

Meetings: Semi-annual

Committees:

Awards	Ethics
Fiscal Affairs	Marketing
Membership/State Liaison	Program
Publication	

ADDRESSING THE NAHUC BOARD OF DIRECTORS

You are invited and encouraged to observe the NAHUC Board of Directors meeting during the summer meeting (preceding the NAHUC Annual Education Conference), or during the winter meeting. You may voice an opinion in several ways:

- Address the Board of Directors before it begins the meeting.
- Present your information to the Executive Director to present on your behalf.
- Write or telephone the President or other Board members.

Attendance during the Board of Directors meeting allows you the opportunity to observe the Board in action and provides insight into the hours involved in the decision-making process.

NAHUC ORGANIZATION

President

Chief Executive Officer of NAHUC
Ex-officio member of all committees
Member of Fiscal Affairs Comm.
Co-Chairs Program Comm.

Vice President

Liaison to all committees
Oversees Policies/Bylaws
Oversees NAHUC Archives
Chairs Marketing Comm.
Member of Fiscal Affairs

Director at Large

Oversees NAHUC publications and
customer services needs.
Member of Fiscal Affairs

Director Certification Board

Oversees the Certification Committee
Member of Fiscal Affairs

Director Education Board

Oversees the Education Committee.
Co-Chairs Program Comm.
Member of Fiscal Affairs

Secretary/Treasurer

One member of the Board of
Directors shall be appointed annually
to oversee the duties of this position.

Executive Director

A Non-Board Member who acts as a
mentor to the Board members and
provides support to the Board of
Directors related to the day-to-day
operations.

Bookkeeper

A Non-Board Member who provides
support to the Board of Directors
related to the fiscal management and
is responsible for all bookkeeping and
reporting duties of the organization,

CERTIFICATION BOARD

Officers:

Director(s)
Secretary
Treasurer

Board Members:

No more than 5 (includes officers)

Meetings: Yearly or as Director(s) deem(s) necessary

Functions:

The functions of the Certification Board shall be all activities necessary to maintain a national certification program for health unit coordinators.

1. Oversee test development and administration.
2. Select a testing agency.
3. Maintain accurate, confidential records of applicants and scores.
4. Set fees.
5. Review test analysis reports.
6. Set passing score.
7. Review summary reports of test program operations.
8. Determine the examination content outline and the test specifications.
9. Maintain an item bank of test questions.
10. Conduct a job analysis to access current practices.
11. Maintain the recertification program.

EDUCATION BOARD

Officers:

Director(s)
Secretary

Board Members:

No more than 4 members

Composition:

The Education Board shall consist of no more than four (4) members. The Education Board members should represent diversity in experience, education, background, and geographical area. At least three-fourths (3/4) of the education board composition should consist of educators.

Meetings: Yearly or as Director(s) deem(s) necessary

Functions:

1. Establish, update, and support recognized standards of education for primary/initial and secondary/ continuing Health Unit Coordinator education. a. Prepare and maintain current Health Unit Coordinator entry-level educational competencies. b. Prepare and maintain the Health Unit Coordinator Education Program Procedure Guide. c. Identify Health Unit Coordinator educational needs.
2. Develop, implement, and monitor educational methods.
3. Implement, and monitor the process of awarding contact hours.
4. Develop opportunities to earn contact hours through the NAHUC Lending Library, Coordinator Quiz, Contact Hour Application for Workshops, and other requests.
5. Develop, implement, and monitor process for Institutional Providership.
6. Compile and utilize data on Health Unit Coordinator education programs.
7. Develop, implement, and monitor resources for Health Unit Coordinator educators.
8. Publicize information on Health Unit Coordinator education.

9. Develop, implement, and monitor education board policies in accordance with NAHUC policies.
10. Other functions as mandated by the NAHUC Board of Directors.
11. The Education Board Members, including the Director(s), will submit an annual Conflict of Interest statement.
12. Appoint sub committees as needed.
13. Hold an annual Education Board meeting and meet more often if need arises.

NAHUC MEMBER INVOLVEMENT: COMMITTEES

NAHUC encourages the active participation of all our dedicated members in relevant, meaningful and fun activities. NAHUC is asking every member to consider the talents and skills they have to offer. Together, we work together to support NAHUC's mission and vision while enjoying opportunities to use your talents and develop new skills.

Awards Committee: Review procedures and conducts voting process for annual recognition awards for CHUC, Outstanding Individual, and Institutional Provider of the Year.

Ethics Committee: Review the NAHUC Code of Ethics and all concerns regarding possible violations of the NAHUC Code of Ethics.

Marketing: Assist develop, apply, extend, and elicit the development of marketing skills for contribution, support and resources, in all endeavors aligning itself with the operations of NAHUC, or NAHUC workshops and/or conferences.

Membership Committee & State/Provincial Liaisons: Represent our profession by researching, observing and reporting trends within our areas. Act as ambassador for NAHUC and the health unit coordinating profession.

Program Committee: Submit conference-related ideas to Program Chair, help promote the annual education conference, coordinate session monitors, and assist at the various activities during conference.

Publication Committee: Compile and edit materials ready for NAHUC electronic and print publications including the quarterly newsletter and assist with the content of the NAHUC web site and other NAHUC social media sites.

NAHUC MEMBER INVOLVEMENT: MICROVOLUNTEERISM

The grassroots of any association are at the local level. The members can accomplish that which cannot be done as effectively at the national level. NAHUC is evaluating its current chapter structure and developing new ways to engage members through micro-volunteerism. Some of NAHUC's new volunteer opportunities include some of the tasks and responsibilities that were previously accomplished by our chapters.

Micro-volunteerism: NAHUC offers a variety of ways for you to get involved, from short-term volunteer projects (micro-volunteerism) to board service. With every new volunteer, NAHUC grows more energized and better equipped to reach our common goal of promoting health unit coordinating as a profession. In turn, volunteering can enhance your personal and professional development. Visit the NAHUC website's "Get Involved" page for the details.

The National Association addresses, and acts upon, issues which are presented to the NAHUC Board of Directors by the local affiliates. Participation at the local level is an opportunity to collect ideas and data, problem-solve, and share that information with the national to act upon for the enrichment of all health unit coordinators nationwide.

Many are not able to travel to the annual national education conference; therefore, participation at the local level provides many of the same networking and educational opportunities on a smaller scale.

Volunteering locally, or nationally, helps to develop leadership skills that are transferable to positions on the national board, as well as to enhance your career development opportunities.

NAHUC NATIONAL CERTIFICATION EXAMINATION

The National Health Unit Coordinator Certification Examination is designed to measure knowledge and skills in areas of health unit coordinator job performance. Review for the examination is recommended. The examination is geared neither to geographic nor specialty areas. The examination is prepared, administered, and graded by an independent testing agency. The questions for the examination are written by health unit coordinator practitioners and educators.

Certification denotes a process by which The National Association of Health Unit Coordinators, Inc. grants recognition for basic knowledge (or competency) to an individual who has met certain predetermined qualifications specified by NAHUC. Certification is a voluntary process and is granted for three years, subject to the recertification policy. Certification enhances the personal and professional growth of the health unit coordinator and offers the certificant the right to use the title “Certified Health Unit Coordinator” (CHUC). Certification is a step in the professional ladder that shows the employer, other health professionals, and consumers that you are actively participating in your professional growth and development.

CERTIFICATION RENEWAL REQUIREMENTS

Certification is granted for three years. Maintaining CHUC certification is accomplished by recertifying. Recertification is the process to demonstrate continued competency to practice. This is accomplished by either:

1. Acquiring 36 NAHUC contact hours every three years. NAHUC provides continuing educational opportunities for CHUCs to meet this requirement. –or–
2. Retaking and passing the certification examination prior to the certification expiration date.

A recertification packet is sent to every health unit coordinator who receives the CHUC certification status.

NAHUC MEMBERS MAY OR MAY NOT BE CERTIFIED

NAHUC is a “membership” association and does not require certification as a criterion for belonging. Certification is an opportunity offered and is a voluntary process that provides personal satisfaction and professional growth and development.

CODE OF ETHICS

This code of ethics is to serve as a guide by which Health Unit Coordinators may evaluate their professional conduct as it relates to patients, colleagues, and other members of the health care profession. This code of ethics shall be subject to monitoring, interpretation, and periodical revision by the association's Board of Directors.

Therefore, in the practice of our profession, we the members of the National Association of Health Unit Coordinators, Inc. accept the following principles:

PRINCIPLE ONE:

Members shall conduct themselves in such a manner as to gain the respect and confidence of the patients, health care personnel, and community, as well as respecting the human dignity of each individual.

PRINCIPLE TWO:

Members shall protect the patients' rights, including the right to privacy.

PRINCIPLE THREE:

Members shall strive to achieve and maintain a high level of competency.

PRINCIPLE FOUR:

Members shall strive to improve their knowledge and skills by participating in educational and professional activities and sharing the benefits of their attainments with their colleagues.

PRINCIPLE FIVE:

Unethical and illegal professional activities shall be reported to the appropriate authorities.

STANDARDS OF PRACTICE

A Standard of Practice is a statement of guidelines serving as a model of performance by which practitioners shall conduct their actions.

These Standards are set forth to obtain the best possible service from practitioners for the purpose of providing the organization and competency needed to coordinate the health unit in exemplary fashion enabling the best possible care for the patient.

The National Association of Health Unit Coordinators, Inc. (NAHUC) has formulated standards of practice to encompass all health units. There will be ongoing evaluation and revision in order to keep pace with the advancement of technology and the changing of the health unit's objectives and function.

PURPOSE

The purpose of the NAHUC Standards is to specify guidelines for health unit coordinators to follow. These standards have as their objectives:

1. Define the realm of the health unit coordinators in the health care system.
2. Specify the primary responsibility of the health unit coordinator in the non-clinical area of health care.

BASIC ASSUMPTIONS

1. Health unit coordinators provide the non-direct, non-clinical patient care for health services.
2. Standards for these services are established by health unit coordinators, supervisors and educators, and health care agencies.
3. Health unit coordinators accept responsibility for their competency through individual growth, continuing education, and certification.
4. Health unit coordinators are responsive to the changing needs and growth of health care.

CRITERIA FOR STATEMENTS OF STANDARDS

A standard is used as a model for the action of practitioners. Criteria used in establishing the NAHUC Standards for health unit coordinators are:

1. A standard is established by an authority, in this instance, The National Association of Health Unit Coordinators, Inc.
2. A standard is founded on appropriate knowledge.
3. A standard is broad in scope, relevant, attainable, and definitive.
4. A standard is subject to continued evaluation and revision.

STANDARDS OF PRACTICE FOR HEALTH UNIT COORDINATORS

STANDARD 1—EDUCATION

Health Unit Coordinator personnel shall be prepared through appropriate education and training programs for their responsibility in the provision of non-direct patient care and non-clinical services.

GUIDELINES

1. Education shall be set forth by adopted NAHUC Health Unit Coordinator Entry Level Competencies and Essentials and Guidelines of a Health Unit Coordinator Education Program.

STANDARD 2—POLICY AND PROCEDURE

Written standards of health unit coordinators' practice and related policies and procedures shall define and describe the scope and conduct of non-clinical service provided by the health unit coordinator. These standards, policies, and procedures shall be reviewed annually and revised as necessary. These revisions will be dated to indicate the last review, signed by the responsible authority, and implemented.

GUIDELINES

1. Policies shall include a criteria based on job description.
2. Personnel policies shall be included.
3. Policies will include the philosophy and objectives of the health care organization.
4. Operational and non-clinical policies and procedures will be included.

STANDARD 3—STANDARDS OF PERFORMANCE

Written evaluation of health unit coordinators shall be criteria based and related to the standards of performance as defined by the health care organization.

GUIDELINES

1. Standards of performance shall define functions, responsibilities, qualifications, and accountability, reflecting autonomy of practice.
2. Review shall be on at least an annual basis with evaluation to reflect the current job requirements.
3. Standards of performance shall be available to health unit coordinators.

STANDARD 4—COMMUNICATION

The health unit coordinator shall appropriately and effectively communicate with nursing and medical staff, all ancillary departments, visitors, guests, and patients.

GUIDELINES

1. There shall be a written organizational plan that defines authority, accountability, and communication.
2. The organization shall assure that health unit coordinator service functions are fulfilled.
3. Health unit coordinators shall hold meetings no less than six times per year to define problems and propose solutions. A record shall be maintained documenting the content of these meetings for the purpose of monitoring and evaluating their direction.

STANDARD 5—PROFESSIONALISM AND ETHICS

The health unit coordinator shall take all possible measures to assure the optimal quality of non-direct, non-clinical patient care. The optimal professional and ethical conduct and practices of NAHUC members shall be maintained at all times.

GUIDELINES

1. Health unit coordinators shall participate in staff development.
2. Services shall be provided according to approved policies.
3. All required meetings shall be attended.
4. All current competencies shall be maintained.

STANDARD 6—LEADERSHIP

The health unit coordinator shall be organized to meet and maintain established standards of non-clinical services.

GUIDELINES

1. Services should be directed by a qualified individual with appropriate education, experience, and knowledge of health unit coordinator services.
2. Leadership and guidance shall be provided to the health unit coordinator.
3. Responsibility and authority shall assure:
 - a. Hospital policy and procedures are followed.
 - b. Hospital goals and objectives are met.
 - c. Reasonable steps are taken to assure optimal quality of patient care is provided.
4. It is desirable that the health unit coordinator leader has an Associate Degree in health service management.

**ARTICLES OF INCORPORATION OF NATIONAL
ASSOCIATION OF HEALTH UNIT COORDINATORS, INC.
(Amended Name)**

**ARTICLES OF INCORPORATION OF NATIONAL
ASSOCIATION OF HEALTH UNIT CLERK-COORDINATORS,
INC. (Original Name)**

KNOW ALL MEN BY THESE PRESENTS:

That we, the undersigned, have this day associated ourselves together for the purpose of forming a nonprofit corporation and pursuant to the laws of the State of Arizona and for that purpose do hereby adopt these Articles of Incorporation.

ARTICLE I

NAME: The name of the corporation shall be National Association of Health Unit Clerks-Coordinators.

ARTICLE II

The principal place of business shall be Phoenix, Maricopa County, Arizona.

ARTICLE III

PURPOSE: The purpose for which this corporation is organized is the transaction of any or all lawful business for which nonprofit corporations may be incorporated under the laws of the State of Arizona, as they may be amended from time to time.

ARTICLE IV

INITIAL BUSINESS: Said corporation is organized exclusively for professional status, scientific, or educational purposes within the meaning of Section 501 (c)(3) of the Internal Revenue Code of 1954, including for such purposes the making of distributions to organizations that qualify as exempt organizations under Section 501 (c)(30) of the Internal Revenue Code of 1954 (or corresponding provisions of any future United States Internal Revenue Law).

ARTICLE V

No part of net earnings of the corporation shall inure to the benefit of, or be distributable to its members, directors, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article IV. No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and corporation

shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of these Articles, and corporation shall not carry on any other activities not permitted to be carried on: (a) by a corporation exempt from Federal Income Tax under Section 501 (c)(3) of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States Internal Revenue Law) or: (b) by a corporation, contributions to which are deductible under Section 170 (c)(2) of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States Internal Revenue Law.)

ARTICLE VI

Upon the dissolution of the corporation, the Board of Directors shall, after paying or making provision for the payment of all of the liabilities of the corporation, dispose of all of its assets exclusively for the purpose of the corporation in such manner, or to such organizations organized and operated exclusively for professional status, educational, or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 501 (c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law) as the Board of Directors shall determine. Any such assets not disposed of shall be disposed of by the Superior Court of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

ARTICLE VII

The power of indemnification under the Arizona Revised Statutes shall not be denied or limited by the bylaws.

ARTICLE VIII

The annual meeting is to be held at a place within or without the state as fixed by the bylaws.

ARTICLE IX

STATUTORY AGENT: The name and address of the initial Statutory Agent of the corporation is:

Myrna LaFleur
709 West Seldon Lane
Phoenix, Arizona 85021

ARTICLE X

(1) The power to alter, amend or repeal the bylaws or adopt new bylaws, subject to repeal or change by the action of the members, shall be vested and reserved to the members.

(2) In addition to Arizona Revised Statute provisions, a special meeting may be called by: (a) any two (2) executive officers, or: (b) in accordance with any provision in the bylaws approved and adopted by a majority of the membership.

(3) The right of members, or classes of members, to vote may be limited, enlarged or denied to the extent provided in the bylaws if such provision is approved and adopted by a majority of the membership at a reasonable time prior to any specific vote.

(4) Subject to the limitations fixed in the Arizona Revised Statutes relative to the persons constituting the initial Board of Directors, the bylaws shall fix the number of directors, the manner of their election and term of office, all to be approved by a majority of the membership.

(5) A director may not be removed from office except upon the establishment of misfeasance, malfeasance, or nonfeasance, as determined by a majority of the directors and affirmed by a majority of the members or upon finding of a majority of the members, or on provisions set forth in the bylaws approved and adopted by a majority of the members.

ARTICLE XI

Board of Directors:

President	Myrna LaFleur	709 West Seldon Lane Phoenix, AZ 85029
President-Elect	Helga Hegge	10 Russell Court Minneapolis, MN 55410
Recording Secretary- Treasurer	Caroyln Hinken	3204 Brett NE Albuquerque, NM 87111
Corresponding Secretary	Vivian Traylor	7439 Prairie Mound Way San Diego, CA 92104

Myrna LaFleur, as listed above, is the INCORPORATOR of this corporation.

DATED THIS DATE 30TH DAY OF JUNE, 1981.

I, Myrna LaFleur, having been designated to act as Statutory Agent, hereby consent to act in that capacity until removed, or resignation is submitted in accordance with the Arizona Revised Statutes.

Myrna LaFleur

**NONPROFIT AMENDMENT ARTICLES OF AMENDMENT
TO ARTICLES OF INCORPORATION
OF THE NATIONAL ASSOCIATION OF HEALTH
UNIT CLERK/COORDINATORS**

Pursuant to the provisions of Title 10, Sections 1034 and 1035, Arizona Nonprofit Corporation Act, the undersigned corporation adopts the attached Articles of Amendment to its Articles of Incorporation:

First: The name of the corporation is The National Association of Health Unit Coordinators.

Second: The document attached hereto as Exhibit A sets forth the amendment to the Articles of Incorporation, which were adopted by the members of the Corporation on March 15, 1990, in the manner prescribed by the Arizona Nonprofit Corporation Act.

Third: The resolution of the Board of Directors to amend the Articles of Incorporation was duly adopted by act of the members of the corporation on March 15, 1990 in the manner prescribed by the Arizona Nonprofit Corporation Act.

Dated: November 23, 1990

By Elizabeth A. Howe, President
State of Arizona
County of Maricopa

EXHIBIT A

**ARTICLES OF AMENDMENT TO THE
ARTICLES OF INCORPORATION
OF
THE NATIONAL ASSOCIATION OF HEALTH UNIT CLERK/COORDINATORS**

1. Article I is amended to read as follows:

ARTICLE I

The name of the corporation shall be:

The National Association of Health Unit Coordinators.

Bylaws of the National Association of Health Unit Coordinators, Inc. (NAHUC) -Healthcare Support Team

ARTICLE 1. OFFICES

1. 1. Office

The principal place of business of the corporation shall be located in the city of Phoenix, Maricopa County, Arizona. The corporation may have offices at such other places, either within or without the State of Arizona, as the Board of Directors may from time to time determine.

ARTICLE 2 - MEMBERS

2. 1. Membership

Membership may be granted to any person who, and any health organization which: (i) is interested in and agrees to support the purposes and activities of the Association; (ii) agrees to abide by these Bylaws, the Code of Ethics of the Association, and such other rules and regulations as the Association may adopt; and (iii) meets the additional criteria established for each category of membership in the Association as follows:

2. 1. a. Active membership in the Association is open to health unit coordinators, health unit educators, health unit supervisors and all healthcare support team members involved with the coordinating of patients, staff and health care.
2. 1. b. Student membership is open to those currently enrolled in health unit coordinator education programs.
2. 1. c. Institutional Providership of NAHUC is open to health care facilities and educational institutions. An Institutional Provider shall have the right to award contact hours on behalf of NAHUC for programs they present or directly sponsor.

- 2. 1. d. Honorary membership is awarded to individuals who have rendered outstanding service to health unit coordinating.
- 2. 1. e. Lifetime membership was granted prior to May 1, 2019 to any individual who has served as President of the Association, and is currently in good standing as a member.

Statement: The term "in good standing" in this article means that no fees, payments, or property are owed to NAHUC.

2. 2. Dues

Annual dues shall be determined by the Board of Directors and are due on the member's anniversary date.

2. 3. Voting Privileges

Current individual members in good standing have full voting privileges.

Statement:

The term "in good standing" in this article means that one's dues are paid and up to-date nationally and no other fees, payments, or property are owed to NAHUC.

2. 4. Annual Business Meeting

- 2. 4. a. An annual meeting of the Members may be held at such time and place as shall be determined by the Board of Directors. At each annual meeting the Voting Membership shall conduct such business as may properly come before the Members.
- 2. 4. b. Written notice, including date, time and place, shall be communicated in an official NAHUC publication, at least ninety (90) days in advance of that meeting.
- 2. 4. c. Members in good standing are entitled to one (1) vote.
- 2. 4. d. Quorum shall consist of a simple majority of the voting members present.

ARTICLE 3 - BOARD OF DIRECTORS FUNCTIONS

3. 1. Members

Membership on this Board shall consist solely of the members of the Board of Directors of the corporation as from time to time constituted.

3. 2. General Powers

The activities, property and affairs of the corporation shall be managed by and under the direction of the Board of Directors. The Board of Directors will have all powers that may be exercised by the corporation.

3. 3. Election

The officers and members of the Board of Directors shall consist of not fewer than the number of directors as indicated in Article 4 and 5. Each director shall hold office until expiration of his/ her term and/or a successor is elected. Each director shall be a natural person and a majority of the Board of Directors shall be over the age of (21) twenty-one years. The members on the Board of Directors shall serve until the end of the fiscal year of their respective term.

3. 4. Resignations

A member of the Board of Directors may resign at any time by giving written notice thereof to the President. Such resignation shall take effect upon delivery to the President or at some later time specified therein.

3. 5. Vacancies

Any vacancy on the Board of Directors resulting from any cause may be filled by the President with an interim board member with the approval of the Board of Directors to fill the remainder of the original term until the next regularly scheduled election is held as per Article 4.4.g. or appointed by Article 5.7.b. or 5.8.b.

3. 6. Schedule of Meetings

3. 6. a. Meetings of the Board of Directors shall be held for the purpose of conducting the business of NAHUC on a semiannual basis, and for the transaction of other business properly coming before the directors.

- 3. 6. b. There may be such other regular meetings of the Board of Directors as may from time to time be scheduled by the President or a majority of the Board of Directors.
- 3. 6. c. Any action to be taken at a meeting of the Board of Directors may be taken through the use of a conference telephone or other communications equipment by means of which all persons participating in the meeting can communicate with each other. Participation in such a meeting shall constitute presence in person at the meeting of the person so participating.

3. 7. Notice of Meetings

Except for the annual meeting of the Board, which shall be held in conjunction with the annual business meeting and for which no notice other than these bylaws is required, notice, including date, time, and place, is to be sent at least thirty (30) days in advance of the meeting to each director's address on record at NAHUC's office.

3. 8. Place of Meetings

Meetings of the Board of Directors shall be held at such places as may be designated by the President or the Board of Directors, except the annual meeting which shall be held at the same place as the annual business meeting.

3. 9. Quorum

A simple majority of the members of the Board of Directors then in office shall constitute a quorum for the transaction of business.

3. 10. Rules

Meetings will be conducted according to Robert's Rules of Order or by other authority designated by the Board of Directors.

3. 11. Compensation

No director shall receive compensation for services as a director unless such compensation is specifically authorized by written resolution of the Board of Directors. Nothing in these bylaws

shall prohibit the corporation from compensating a director for services rendered to the corporation.

3. 12. Action without Meeting

Any action which might be taken at a meeting of the Board of Directors may be validly taken without a meeting if all the directors shall consent in writing to such action.

3. 13. Voting

Each member of the Board of Directors shall have one (1) vote except as otherwise specifically provided herein. Issues, including Bylaws, shall be passed by the affirmative vote of the majority of directors present, except for:

3. 13. a. Amendments to the Articles of Incorporation under Article 12. 1.

3. 13. b. Removal of a director and the termination of any member of the corporation under Article 5. 4.

3. 13. c. Removal of any officer under Article 4. 7.

ARTICLE 4 – BOARD OF DIRECTORS - Officers

4. 1. Number of Officers

The officers on the Board of Directors of the corporation shall be a President, a Vice President, and a Secretary/Treasurer.

A member may not be elected to more than one position on the Board of Directors or Subsidiary Boards simultaneously but may need to be appointed to an additional position. The Board of Directors may at any time fill vacancies as per Article 4.4.g. occurring in the corporate officerships whether by resignation, removal or otherwise.

4. 2. Election and Term of Office

The President and Vice President of the Board of Directors shall be elected in the following manner and shall hold office until his/her successor is elected or until his/her resignation or removal in the manner herein provided. Voting by eligible members on all matters, including the election of Directors, may be conducted by mail and electronic media, provided, however,

that a single medium shall be employed for each vote, to the extent permitted by the applicable Arizona Nonprofit Corporation Act.

The Secretary/Treasurer shall be appointed annually by the Board of Directors from among the members of the Board at a regular meeting following receipt of the results of the election of Directors.

- 4. 2. a. Ballots setting forth the slate of nominees shall be sent to each active member in good standing and eligible to vote at the last location on the records of the Association. Provisions shall be made on the ballot for write-in votes for each position to be filled. The deadline date and time shall be clearly indicated on each ballot.
- 4. 2. b. Election shall be by a simple majority of the votes cast. A tie vote will be determined by lot.
- 4. 2. c. Officer terms will be for 3 years.
 - 4.2.c.i. No individual may serve more than three (3) consecutive terms in the same position.
 - 4.2.c.ii. Individual needs to wait one (1) term before running for the same position or being appointed to the same position.

4.3. Qualifications of Officers

- 4. 3. a. Shall be an active member of NAHUC in good standing, for the last three (3) years.
- 4. 3. b. Shall be committed to supporting and advancing the mission and purposes of NAHUC.
- 4. 3. c. Is a current Certified Health Unit Coordinator.
- 4. 3. d. Has been a Health Unit Coordinator practitioner (or a related field), educator and/or supervisor for at least three (3) years.
- 4. 3. e. Shall be willing to assume full responsibility of the office, i.e., time and financial requirements for the term on the Board of Directors.

4. 3. f. All officers need to be bondable.

4. 4. President

4. 4. a. Shall preside at all meetings, shall be the chief executive officer of the corporation and shall have general control of the activities of the Association.

4. 4. b. Serves as the official spokesperson of the Association.

4. 4. c. Shall be ex-officio member of all standing and ad hoc committees.

4. 4. d. Solicits and/or appoints members of ad hoc and standing committees.

4. 4. e. May execute and deliver in the name of the corporation any deeds, mortgages, bonds, contracts or other instruments with prior approval of the Board of Directors.

4. 4. f. Responsible for the administration of the budget.

4. 4. g. Appoints a replacement to fill the remainder of the original term for any officer or member unable to complete a term until the next regularly scheduled election is held. This appointment is subject to the affirmative vote of a majority of the Board.

4. 4. h. Directs the NAHUC Executive Director to publish the approved minutes.

4. 4. i. And in general, shall perform all duties incident to the office of President and such other duties as assigned by the Board of Directors.

4. 4. j. Serves a term of three years.

4. 5. Vice President

4. 5. a. Assumes the President's duties in the President's absence.

4. 5. b. Acts as liaison to committees/volunteers.

4. 5. c. Becomes acting President if the President resigns or is removed until a replacement is appointed by the Board of Directors.

4. 5. d. Performs such other duties as assigned by the Board of Directors.

4. 5. e. Serves a term of three years.

4. 6. Secretary/Treasurer

4. 6. a. Shall be the official custodian of the records of NAHUC.

4. 6. b. Shall certify and keep at the principal office of NAHUC the original or a copy of the Articles of Incorporation and these Bylaws, as amended to date, as well as the minutes of all meetings of the Board of Directors, and any committees having any of the authority of the Board of Directors.

4. 6. c. Shall keep, or cause to be kept, adequate and correct accounts of all financial transactions and shall deposit, or cause to be deposited, all monies, with such depositories as may be designated by the Board of Directors.

4.6.d. Shall render an accounting of all financial transactions and a statement of the financial condition.

4. 7. Removal

An officer may be removed without cause, by action of the Board of Directors by a majority of the members entitled to vote.

ARTICLE 5 – MEMBERS OF BOARD OF DIRECTORS

5.1. Number of Members

In addition to the officers described in Article 4, the Board of Directors shall consist of at least three (3) individuals: Director at Large, Director of Certification, and Director of Education. Other members may be added at the discretion of the Board of Directors to meet the needs of the association when fiscally practical.

5.2. Election, Term of Office, and Qualifications

The members of the Board of Directors shall be appointed or elected in the following manner and shall hold office until

his/her successor is elected/appointed or removed in the manner herein provided. Voting by eligible members on all matters, including the election of Directors, may be conducted by mail and electronic media, provided, however, that a single medium shall be employed for each vote, to the extent permitted by the applicable Arizona Nonprofit Corporation Act.

- 5. 2. a. The Director of Certification and Director Education shall be appointed by the President, subject to the affirmative vote of a majority of the Board. All other members on the Board shall be elected.
- 5. 2. b. Ballots setting forth the slate of nominees for positions are sent to each active member in good standing and eligible to vote at the last location on the records of the Association. Provisions shall be made on the ballot for write-in votes for each position to be filled. The deadline date and time shall be clearly indicated on each ballot.
- 5. 2. c. Election shall be by a simple majority of the votes cast. A tie vote will be determined by lot.

5.3. Qualifications of Members

- 5. 3. a. Shall be an active member of NAHUC in good standing, for the last three (3) years.
- 5. 3. b. Shall be committed to supporting and advancing the mission and purposes of NAHUC.
- 5. 3. c. Is a current Certified Health Unit Coordinator.
- 5. 3. d. Has been a Health Unit Coordinator practitioner (or a related field), educator and/or supervisor for at least three (3) years.
- 5. 3.e. Shall be willing to assume full responsibility of the office, i.e., time and financial requirements for the term on the Board of Directors.

5. 4. Removal

A member may be removed, without cause, by action of the Board of Directors by a simple majority.

5. 5. Director at Large

- 5.5.a. Assist in determining the organization's mission, purpose and strategies.
- 5.5.b. Support the executive director and assess his/her performance.
- 5.5.c. Provide proper financial oversight.
- 5.5.d. Ensure legal and ethical integrity and maintain accountability.
- 5.5.e. Determine, monitor, strengthen, and participate in the organization's programs and services
 - 5.5.e.i. Publications and products of the Association.
 - 5.5.e.ii. Customer Service needs of the Association's membership by evaluating member needs, implementing member marketing strategies, and providing membership recognition.
- 5.5.f. Monitor and adhere to the policies and procedures.
- 5.5.g. Review the association's bylaws including board structure
- 5.5.h. Performs such other duties as assigned by the Board of Directors.
- 5.5.i. Serves a term of three years.

5.6. Director of Certification

- 5.6.a. Oversees the Certification Committee of the Board
- 5.6.b. Appointed by the President and approved by the Board of Directors.
- 5.6.c. Assist in determining the organization's mission, purpose and strategies.
- 5.6.d. Support the executive director and assess his/her performance.
- 5.6.e. Provide proper financial oversight.

- 5.6.f. Ensure legal and ethical integrity and maintain accountability.
- 5.6.g. Determine, monitor, strengthen, and participate in the organization's programs and services
 - 5.6.g.i. Publications and products of the Association.
 - 5.6.g.ii. Customer Service needs of the Association's membership by evaluating member needs, implementing member marketing strategies, and providing membership recognition.
- 5.6.h. Monitor and adhere to the policies and procedures.
- 5.6.i. Review the association's bylaws including board structure
- 5.6.j. Performs such other duties as assigned by the Board of Directors.
- 5.6.k. Serves a term of three years.
- 5.7. Director of Education
 - 5.7.a. Oversees the Education Committee of the Board
 - 5.7.b. Appointed by the President and approved by the Board of Directors.
 - 5.7.b.i. Shall be an educator who has three (3) years experience in a HUC program in the academic setting or who has had three (3) years teaching experience in a hospital-based HUC training/classroom program.
 - 5.7.c. Assist in determining the organization's mission, purpose and strategies.
 - 5.7.d. Support the executive director and assess his/her performance.
 - 5.7.e. Provide proper financial oversight.
 - 5.7.f. Ensure legal and ethical integrity and maintain accountability.

- 5.7.g. Determine, monitor, strengthen, and participate in the organization's programs and services
 - 5.7.g.i. Publications and products of the Association.
 - 5.7.g.ii. Customer Service needs of the Association's membership by evaluating member needs, implementing member marketing strategies, and providing membership recognition.
- 5.7.h. Monitor and adhere to the policies and procedures.
- 5.7.i. Review the association's bylaws including board structure
- 5.7.j. Performs such other duties as assigned by the Board of Directors.
- 5.7.k. Serves a term of three years.

ARTICLE 6 COMMITTEES/BOARDS

6.1. Committees of the Board

There shall be two (2) Committees of the Board. Certification Committee shall be known as the Certification Board and the Education Committee shall be known as the Education Board.

- 6. 1. a. Certification Board shall be administratively and financially independent, consistent with ethical standards, accrediting and professional requirements, and state and federal laws.
- 6. 1. b. Policies of the Committees shall be in accordance with the policies of NAHUC, the governing body of the profession.
- 6. 2. c. Membership on the Committees shall be according to the document creating that body.

6.2. Standing Committees

- 6. 2. a. Standing committees shall assume duties as assigned by the Board of Directors.

6. 2. b. The absence of a member without good cause from two (2) meetings of a committee shall constitute a vacancy, which shall be filled as provided in Article 3.5.

6.3. Other Committees

The Board of Directors may also from time to time create such other committees as it may deem proper and may prescribe the functions and duties of such committees and the terms of membership of committee members and may appoint members.

ARTICLE 7 - FISCAL YEAR

7.1. The fiscal year of the corporation shall be from May 1st to April 30th.

ARTICLE 8 - EXECUTION OF CONTRACTS

8.1. Contracts

The Board of Directors, except as otherwise provided in these Bylaws, may authorize any officer or officers, agent or agents, or chairpersons of certain committees, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the corporation. Such authority may be general or confined to specific instances. Unless so authorized by the Board of Directors, no officer, agent or employee other than the President, shall have any power or authority to bind the corporation by any contract or engagement, or to pledge its credit, or to render it liable pecuniarily for any purpose or in any amount.

ARTICLE 9 - DEPOSITS AND BUDGET

9.1. Deposits

All funds of the corporation and no other funds shall be deposited to the credit of the corporation in such banks, or other depositories as the Board of Directors may designate. For the purpose of such deposit, any person or persons to whom such power is so delegated may endorse, assign, and deliver checks, drafts and other such orders for payment of money

which are payable to the order of the corporation. Nothing in this section shall be in conflict with Article 6. 1. a.

9.2. Budget

The proposed annual budget of estimated income and expenses, and all revisions, shall be approved by the Board of Directors. No expenses shall be incurred in excess of the budgeted appropriation without prior approval of the President or the Board of Directors.

ARTICLE 10 - NOTICES

10.1. Notices

All notices, required by these Bylaws unless specified elsewhere in these Bylaws shall be communicated to the members or directors entitled thereto at least thirty (30) days in advance.

ARTICLE 11 - AMENDMENTS TO BYLAWS

11. 1. The Board of Directors shall alter, amend, repeal, or adopt new Bylaws by a simple majority of the directors present and voting at any regular meeting called for that purpose where a quorum is present.

11 .2. The membership shall have the authority to change or repeal these amended Bylaws, in whole or in part, at the Annual Business Meeting or special meeting of the members called for that purpose where a quorum is present (a quorum for meeting is the same as for the Annual Business Meeting) upon the affirmative vote of a simple majority of all members present.

ARTICLE 12 - PROCEDURE TO AMEND ARTICLES OF INCORPORATION

12. 1. The Board of Directors shall adopt a resolution setting forth the proposed amendment and directing that it be submitted to a vote at a meeting of the members, which may be either an annual or special meeting. Written notice setting forth the proposed amendment or a summary of the changes to be effected shall be given to each member entitled to vote at the meeting within the time and manner provided in these Bylaws. The proposed amendment shall be adopted upon the

affirmative vote of a simple majority of members present and voting.

ARTICLE 13 - AFFILIATED CHAPTERS

13. 1. Five (or more) members of the National Association of Health Unit Coordinators, Inc. (NAHUC) meeting the requirements for affiliation may become a chapter of NAHUC upon approval of the Chapters Committee subject to ratification by the Board of Directors of NAHUC. Members of affiliated chapters must be members in good standing of NAHUC.
13. 2. Formal application for affiliation shall be sent to the NAHUC office and shall consist of officers, membership, the bylaws and motion to affiliate.
13. 3. The granting of chapter status is contingent upon the affiliated chapter agreeing to comply with such laws, rules, regulations and condition as promulgated by NAHUC.
13. 4. The names and addresses of officers shall be sent to the NAHUC office within ten (10) days following their election.
13. 5. The Board of Directors of NAHUC may suspend or revoke chapter status upon failure of an affiliated chapter to maintain a membership of at least five members and failure to submit annual chapter affiliation forms and fees.
13. 6. Chapter bylaws will follow a format determined by the NAHUC Board, and will be the same for all.

Revised 02/07, 8/10, 03/16, 07/17, 9/21, 1/22

* The Accreditation Board was formally dissolved in February 2003 and its remaining functions were transferred to the Education Board. Although the Accreditation Board is dissolved, former Accreditation Board Directors could meet the qualification requirements for the Director of the Certification and Education Boards.