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## **Southwest Physician Recruiters Association (SWPRA) of Arizona, California, Colorado, Hawaii, Nevada, New Mexico, Utah**

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### **Mission Statement**

The SWPRA of Arizona, California, Colorado, Hawaii, Nevada, New Mexico and Utah are committed to providing assistance to peers sharing similar recruiting, retention and related challenges. The goal of the association is to create a close network of recruiters, promote professional development, and provide resources and education about recruitment and retention.

### **Bylaws**

#### ***Article 1 – Name***

The name of the organization shall be the Southwest Physician Recruiters Association, a network of in-house physician recruiters.

#### ***Article 2 – Purpose***

The Southwest Physician Recruiters Association is a group of individuals dedicated to the personal and professional development of its members. The association is committed to providing its members with opportunities for professional growth through educational meetings, networking, best practice exchange, and access to recruiting, retention and other related information.

- ❖ To attract physician candidates to the Southwest region via the SWPRA website, meetings, etc.
- ❖ To assist in-house physician recruiters who share similar recruitment challenges.
- ❖ To enhance personal and professional development of its members through education and resources.
- ❖ To connect in-house recruiters from hospitals, medical groups, etc of all sizes.
- ❖ To share best practices with one another, exchange ideas, and support each other.
- ❖ To share candidates among recruiters.

#### ***Article 3 – Membership***

- ❖ Membership shall be open to in-house physician and allied health professional recruiters who are employed or 1099 contracted by a hospital, hospital system, managed care organization, clinic, practice or non-profit healthcare association. Agents, recruiting firms, headhunters for permanent or locums placement are excluded from membership.
- ❖ Membership is open to individuals who are directly involved in and have primary responsibility for recruitment, retention and other medical staff activities.
- ❖ Members are encouraged to join ASPR (ASPR members receive a 10 percent discount on SWPRA membership dues)
- ❖ Members will have a vote, and be eligible to vote either in person or by proxy.
- ❖ SWPRA non-members may be invited to attend SWPRA meetings and functions.
- ❖ Individuals seeking membership must submit an application and be approved by the Membership Committee.
- ❖ All members of SWPRA will receive a certificate of membership.

#### ***Article 4 – Meetings***

- ❖ Will be scheduled on a monthly basis with a minimum on a quarterly basis, based upon content needs and availability of the members.
- ❖ It is the goal to meet on an annual basis but will be subject to funding and availability of attendees and will be held at a location determined by the Board

- ❖ It is the goal to have an annual educational conference but will be subject to funding and availability of attendees and will be held at a location determined by the Education & Conference Committee.

#### ***Article 5 – Dues & Expenditures***

Dues shall be established and may be adjusted annually by the Board, and will be designed to cover the actual expenses of the organization. Examples of expenses include teleconferences, career fairs, operating expenses, website domain, hosting fee and user access fees. Members will receive renewal application and notice for dues on an annual basis.

All expenditures of normal operating expenses require approval of the Board. Expenditures in excess of \$500.00 must be placed on the meeting agenda and approved by a majority of voting members in attendance of the meetings where item is listed on the agenda. A treasury report will be issued to all members with the minutes of each meeting.

Funding for SWPRA operational expenses may be satisfied by support from an approved list of vendors.

Individuals with dual membership in ASPR and SWPRA are eligible for a discounted membership rate.

#### ***Article 6 – Board of Directors***

The leadership team will consist of a President, Vice- President, Secretary and Treasurer defined below:

- President: Will set the agenda and distribute to the membership prior to meetings. President will preside over meetings of the membership and executive committee. President will assist in planning and implementation of educational programs for the organization.
- Vice President: Will assume duties of the President in the event of absence and assist in the planning and implementation of educational programs for the organization. Vice President will chair the Education & Conference Committee.
- Secretary: Will keep minutes of meetings, notify membership of meeting dates, and provide meeting minutes to membership. Secretary will manage the SWPRA website content and maintain the membership roster on the website. Secretary will chair the Marketing Committee
- Treasurer: Will be responsible for managing the funds and debts of the organization and provide a treasury report for publication with meeting minutes. Treasurer will also maintain an accurate membership registry and chair the Membership Committee.

Board Members will be elected on a bi-annual basis, based upon nominations solicited and by and approved by a majority of voting members.

Elected officers will serve for a two year term. No elected officer shall serve more than two (2) consecutive terms in the same position. The President will serve as an ex-officio member of the leadership team for one year following term of presidency.

### ***Article 7 – Duties of Board of Directors***

- President: Will set the agenda and distribute to the membership prior to meetings. President will preside over meetings of the membership and executive committee. President will assist in planning and implementation of educational programs for the organization.
- Vice President: Will assume duties of the President in the event of absence and assist in the planning and implementation of educational programs for the organization. Vice President will chair the Education & Conference Committee.
- Secretary: Will keep minutes of meetings, notify membership of meeting dates, and provide meeting minutes to membership. Secretary will maintain an accurate membership registry and maintain the membership roster on the website. Secretary will chair the Membership & Marketing Committee
- Treasurer: Will be responsible for managing the funds and debts of the organization and provide a treasury report for publication with meeting minutes.

### ***Article 8 – Committees***

The Board shall name the committees and shall appoint the chairs, who will provide a report at the annual meeting. The following standing committees shall be:

- ❖ Membership
- ❖ Marketing
- ❖ Education & Conference

The Board, on an as-needed basis, may create ad hoc committees. The goal will be to have equal representation from each of the seven states and a group of members with diverse responsibilities (i.e. recruiting, retention, orientation, credentialing, etc). Committee Chair Members will serve for a two (2) year term. Committee members will serve for one (1) year term but may be asked to serve beyond that for continuity purposes.

### ***Article 9 – Amendments***

When deemed necessary by the Board the bylaws of the organization may be amended and approved by a majority of voting members. Proposed amendments will be provided to all members for input and approval.

Bylaws created on: September 24, 2007

Amended: September 9, 2010

Version-2 11.16.11

Version -3 11.29.11

Version –4 12.5.11

Version –5 1.20.12

Version – 6 3.4.16