



BY-LAWS

INTERNATIONAL ASSOCIATION FOR HUMAN CARING, INCORPORATED

NAME

The name of this non-profit organization shall be the International Association for Human Caring, Incorporated, (hereinafter referred to as the “IAHC”).

MISSION

The International Association for Human Caring provides the forum for discovery and dissemination of caring science.

VISION

The International Association for Human Caring members recognize caring is an interdisciplinary collaborative partnership for the well-being of humankind and appreciate multiple philosophical dimensions of caring:

- Caring is the human mode of being.
- Caring is holistic attending to body, mind, and spirit.
- Caring is the spirit of caritas—faith, hope and love that is the basis for all human communion and action.
- Caring through love connects and transforms everything in the universe.
- Caring is culturally diverse and universal and addresses both individual needs and our shared humanity.
- Caring is transcultural, the ethical relationship of love, compassion and response to suffering and need, within the dynamics of cultures, such as professional caring situations, organizations, communities, and societies.

The International Association for Human Caring members also recognize that while caring is not unique to nursing, caring is lived uniquely in nursing:

- Caring is a complex unitary relational science that illuminates the nurse-person relationship and mutual human-environment patterning.
- Caring in nursing is action and competencies, which aim toward the good and welfare of the others.

- Caring is the essence of nursing and the moral imperative which guides nursing praxis (education, practice and research).
- Caring in nursing is a special way of being, knowing and doing with the goal of protection, enhancement and preservation of human dignity.

GOALS

The goals of the IAHC are to:

1. Identify major philosophical, metaphysical, ontological, epistemological, aesthetic, personal, sociocultural, and professional dimensions of care and caring, including caring theories, to advance the body of knowledge that constitutes nursing and other caring professions.
2. Promote the educational preparation of caring professionals to develop interprofessional caring practice models and collaborative partnerships.
3. Use caring knowledge to transform organizational systems, communities, and societies.
4. Illuminate the nature, science, and scope, of evidence-informed caring research and its relationship to caring professions.
5. Identify the major components, processes and patterns of caring from a global perspective within the United Nations millennium goals.
6. Support the facilitation of caring knowledge in diverse, global bureaucratic practice settings to humanize complex systems to provide human caring for health, healing, wellbeing, and the dying process.
7. Stimulate the worldwide, systematic investigation of caring by caring scholars and share findings with colleagues at an annual research conference.
8. Disseminate caring knowledge through refereed publications and public forums.
9. Maintain an organization with elected officers and members for the purpose of sustaining a network of caring scholars.

BYLAWS **ARTICLE I**

MEMBERSHIP

Section 1. Classifications

There shall be four classifications of membership: Regular, Student, Retired and Lifetime.

Section 2. Qualifications and Privileges

- A. Regular members shall be caring professionals, with paid membership in IAHC, engaged in or interested in human caring research or practice, and shall be eligible to vote, and serve on committees.
- B. Student members shall be individuals enrolled full or part-time in a nursing educational program leading to eligibility for registered nurse licensure or registered nurses enrolled in advanced degree programs, with paid membership in IAHC. Non-nursing student members shall be individuals enrolled in other education programs at the graduate level, with paid membership in IAHC. Student members shall be excluded from holding elected office, but will be permitted to vote and serve as committee members.
- C. Retired members shall be individuals who qualify for Regular membership and have reached the age of 65, with paid membership in IAHC, and shall have all the privileges of Regular membership.
- D. Lifetime membership shall be those members who wish to ensure their membership in IAHC with a one-time payment at a level determined by the Board. Such membership provides the member with additional privileges as specified by the Board.
- E. Institutional membership shall be those organizations which are engaged in or interested in human care or human caring and who pay dues as specified by the board. This membership entitles the institution to designate a specified number of representatives as active members. Employees of member institutions shall be able to register for the Caring Conferences at the member rate.

Section 3. Dues and Special Assessments

- A. The Board shall determine membership dues and include consideration of low resource countries. An increase in dues of more than 10% of current dues must have membership approval by email, fax or mail ballot. Increases in dues shall be limited to one per year.
- B. The Board may recommend special assessments. Membership approval shall be by email, fax, or mail ballot.
- C. Honorary members shall be exempt from paying dues and special assessments. They may contribute to IAHC if so desired.

Section 4. Termination of Membership

- A. If the dues or special assessments of any member are not received ninety days (90) days after the membership expiration date or the assessment due date, that membership shall automatically terminate on the ninetieth (90th) day. Members can be reinstated with payment of dues.

Section 5. Membership Lists

- A. Accurate membership lists of active and lapsed members will be maintained. Membership renewal notices will be sent by Email.

ARTICLE II

OFFICERS AND DIRECTORS OF THE BOARD

Section 1. Composition

- A. Officers, elected by the IAHC voting membership, shall be President, President-elect, Recording Secretary and Treasurer/Corresponding Secretary.
- B. There shall be seven (7) Board Directors elected by the voting membership.
- C. In addition, non-voting members shall serve on the Board and shall include: the immediate IAHC Past President, who shall serve one year following her/his Presidency; the Business Manager; Editor of the International Journal for Human Caring, chairpersons of standing committees and Ad Hoc committees; and individuals who are coordinating the forthcoming annual conference.

Section 2. Eligibility

- A. The four (4) Officers and the seven (7) Board Directors shall have been IAHC voting members for at least a year prior to running for office.
- B. Three-quarters (3/4) of the combined Officers and Board Directors must be registered nurses.
- C. There must be multinational representation on the Board.
- D. Interdisciplinary representation on the Board is supported.
- E. The President-elect shall have served at least one term on the IAHC Board or as an IAHC committee chair or co-chair for at least three years prior to election to this office.

Section 3. Term of Office

- A. The term of office shall begin at the close of the annual business meeting in the year of election.
- B. An individual may not hold more than one office at the same time.
- C. The President shall be elected and serve in the office of President for a term of two (2) years. At the completion of the term of office, the President shall serve for one year as an ex-officio non-voting member of the Board.
- D. Recording Secretary, Treasurer/Corresponding Secretary and Board Directors, shall serve a three (3)-year term.
- E. The Recording Secretary shall be elected every second year in a three-year period.
- F. The Treasurer/Corresponding Secretary shall be elected every third year in a three-year period.
- G. The Board Directors shall be elected as follows. For positions 1,2,3, every first year in a three-year period, positions 4 and 5 every second year in a three-year period and positions 6 and 7 every third year in a three-year period.
- H. The President-elect shall be elected every second year and shall serve as President-elect for two years. At the end of that term, the President-elect shall automatically assume the office of President for a term of two years.
- I. The President and President-elect shall not be a candidate for any other IAHC office while serving in their respective offices.
- J. Other Officers and Board Directors shall not be candidates for a different elected position until the expiration of their present term, unless that term expires at the next annual meeting.
- K. Officers and Board Directors shall not be eligible for reelection to the same office until one year has elapsed.
- L. Officers and Board Directors shall not serve more than three terms on the Board without a break in service, unless the President and President-elect make an

exception for the well-being of the organization.

- M. Person/s from location/s sponsoring forthcoming annual conferences will be appointed by the President as ad hoc, non-voting, ex-officio members of the Board to coordinate and plan activities of annual conferences with the Board.

Section 4. Nominations and Elections of Officers and Board Directors

- A. The Leadership Succession Committee shall oversee membership election procedures.
- B. A member of the Leadership Succession Committee will make a personal contact to reach out to each person considering a nomination. During the conversation, the description and required duties of the office will be shared with invited discussion.
- C. The slate of nominees will initially be forwarded to the President, who will review and subsequently forward them to the Officers and Board Directors each year to certify the ballot. Upon certification from the Officers and Board Directors, the Leadership Succession Committee shall prepare and submit electronically to each voting member candidates' profiles, voting directions, and an electronic ballot with at least one nominee for each elected office in IAHC sixty (60) days prior to the annual meeting.
- D. The Leadership Succession Committee will count all ballots. The candidate receiving the highest number of votes for each elected office shall be declared elected. The drawing of lots shall break tie votes.
- E. Election outcomes will be announced to the Board prior to the annual business meeting.
- F. The newly elected Officers, Board Directors, and committee members will be notified prior to the annual business meeting and invited to attend the IAHC Conference, to be installed at a designated time. The candidates not elected shall also be notified of the outcomes of the election, acknowledging their interest in IAHC, and with an invitation to participate in other IAHC activities.
- G. The Chair of the Leadership Succession Committee will report the election results to the assembly at the Annual Business Meeting. The results of the election will be reported to the general membership by email and posting of the election outcomes on the IAHC website following the annual meeting.
- H. Unless stated otherwise in these Bylaws, all rules and procedures for the conduct of nominations and elections shall be recommended by the Leadership Succession Committee and approved by the Officers and Board Directors.
- I. The Officers, Board Directors, and Committee Members will annually review their position descriptions and duties and share recommended changes with the Bylaws committee. .

In the spirit of making a caring commitment and honoring the work of IAHC, The President will communicate personally with all new Board Members regarding their responsibilities and discuss with them their assignments and commitments.

Section 5. Duties

Officers shall perform those duties prescribed by law, the Articles of Incorporation, these Bylaws, the Officers, and the Board Directors:

- A. The President shall conduct all business affairs and Board meetings as prescribed by law, the Articles of Incorporation and IAHC Bylaws. The President shall conduct all business affairs and Board meetings as prescribed by law, the Articles of Incorporation and IAHC Bylaws. During the open portion of a Board meeting, the President or designee may seek approval of the board to enter into an executive session of elected Board members. The executive session may be held only upon a majority vote or consensus of the members present. All decisions must be reflected in the Board minutes.
- B. The President shall prepare an annual report to be submitted to the Board.
- C. The President-elect shall have two (2) years to assist the President in conducting business affairs of the IAHC, which will provide an opportunity to learn the business of the IAHC. Duties include serving as chair of the leadership succession committee, and other duties as deemed appropriate.
- D. The Recording Secretary shall keep accurate, continuous records (including historical documents) of Board teleconference meetings, annual onsite meetings, annual business meetings, and other proceedings of the Officers and Board Directors. The Recording Secretary, with the help of the President and/or the Business Manager shall post notices of all Board meetings, special meetings, workshops and conferences, and perform other duties as deemed appropriate by the board.
- E. The Treasurer/Corresponding Secretary, with assistance from the Business Manager, shall perform the following duties: Record and hold all funds of the IAHC and disburse funds as appropriate; Keep accurate and complete books, showing all deposits, receipts, and disbursements with books open at all times to Officers and Board Directors, Inspectors and/or Auditors; Deposit all monies received by the IAHC in the corporate name; Prepare an annual report regarding revenues and expenditures of the Association, which is available to all members; Prepares a budget for the next year, with suggestions from the membership; . Submit an annual report to the Internal Revenue Service and pay all fees relative to Incorporation Status as a Nonprofit Organization in the District of Columbia; Maintain accurate membership lists of active and lapsed members and send email membership renewal notices, and other duties as assigned by the board.

Section 6. Vacancies

- A. In the event of a vacancy occurring in the office of the President, the President-elect shall automatically succeed to the Presidency for the remaining current term of the absent President. The office of President-elect shall remain vacant until the next scheduled balloting. The President-elect shall subsequently serve the two-year term of office as President to which elected.
- B. Should a vacancy occur simultaneously in the office of President and President-elect, the Officers and Board Directors shall appoint a President pro tem, until the next election cycle, at which time a President, and a President-elect shall be elected.
- C. If an Officer, other than President or President-elect vacancy occurs, the remaining Officers and Board Directors shall appoint an Officer pro tem until the next election cycle.
- D. If a Board Director vacancy occurs, the Officers and Board Directors may

appoint a new Board Director pro tem until the next election cycle occurs or leave the position vacant until the next election cycle.

ARTICLE III

BOARD MEMBERS

Section 1. Composition

The Board of IAHC shall be composed of four (4) elected Officers and seven (7) Board Directors. Additionally, non-voting ex-officio appointed members, including the immediate Past-President (who shall serve one year), International Journal for Human Caring Editor, Business Office Consultant, and chairpersons of standing committees. Individuals who are coordinating forthcoming annual conferences shall participate in Board meetings and conference calls as invited.

Section 2. Duties

The Officers and Board Directors shall manage the business affairs of IAHC. Elected members of the Board shall be limited to eleven (11) persons, which will include four (4) officers.

Section 3. Meetings

Meetings shall be held at such time and place as the Officers and Board Members may determine.

Section 4. Notice

Notice of any meeting shall be given to each Officer, Board Director, and Committee Chair by email and posted on the IAHC website at least five (5) days prior to the meeting.

Section 5. Quorum

Seven (7) members of the Board shall constitute a quorum for the transaction of business.

Section 6. Action Without a Meeting

The Officers and Board Members may take any action by email, fax, or teleconference. Such action shall be filed with the Recording Secretary.

ARTICLE IV

COMMITTEES/COUNCILS

Section 1. Standing and Special Committees:

Unless specified otherwise in these Bylaws, standing and special committees shall be

appointed by the President, with approval of the Board. The Board shall determine the composition, terms, powers and duties of all committees. The President or designee shall be an ex-officio member of all committees except the Leadership Succession Committee. Standing Committees shall be Leadership Succession, History and Archives, Education, Membership, Bylaws and Scholarships and Awards.

Section 2. Advisory Council

The Advisory Council shall be composed of members appointed by the Board, who will function in an advisory capacity to the Board.

Section 3. Leadership Succession Committee

- A. The Leadership Succession Committee shall be composed of four (4) members: the President-elect who serves as chair, one Board member and two at-large members. The immediate Past President of the IAHC will be an ex-officio member of the Leadership Succession Committee for three years.
- B. To be eligible to serve on the Leadership Succession Committee, individuals shall be voting members of the IAHC.
- C. The duties and responsibilities of this committee are as stated in Article II, Section 4. In addition, the committee maintains an annually updated election grid, representing at least twelve (12) years.
- D. With the exception of the President-Elect who chairs the committee, the President appoints committee members with approval of the officers and the Directors.

Section 4. Standing Committees other than Leadership Succession

- A. The President with approval of the Board appoints the chairperson of each standing committee. The chairperson, in consultation with the Board, shall solicit members from regular IAHC members with attention to multinational representation, carry out the business of the committee, and submit a written annual report to the Board at each annual meeting.
- B. Responsibilities of standing committees:
 1. Education Committee: The Education Committee shall have the authority and responsibility to plan the annual conference and recommends to the Board the proposed conference site, theme, budget, and keynote speakers. Up to three members of the Board shall serve as members of the Program Committee; with one Board member serving as designated liaison.
 2. Membership Committee: This committee shall be responsible for building and sustaining multinational membership in the organization.
 3. History and Archives: The History and Archives Committee shall be responsible for keeping historical records and photographs of the organization, including milestones, leadership, annual conferences, journal, membership, awards and other pertinent data. This committee will prepare to publish an updated booklet, *History of the International Association for Human Caring*, every five to seven years.
 4. Scholarship and Awards: The Scholarship and Awards Committee receives, reviews, and selects the IAHC scholarship and award recipients. Selection of recipients for each scholarship or award category is based on established criteria. Recipients receive a formal letter of recognition and a monetary award to support research expenses and/or conference travel.

5. Bylaws: The Bylaws committee is responsible for reviewing, updating and maintaining the IAHC bylaws on an ongoing basis. The Board and IAHC membership must approve all Bylaws' amendments.

Section 5. Ad Hoc Committees.

- A. The President with approval of the Board determines when ad hoc committees are required and appoints the chairperson of each of ad hoc committee. The chairperson, in consultation with the Board, shall solicit members from active IAHC members with attention to multinational representation, carry out the business of the committee, and submit a written annual report to the Board at each annual meeting.
- B. Responsibilities of the Ad Hoc Committees:
 1. Communication: The Communication Committee will convene when requested by the President and the Board. The committee contributes expertise in assisting the board to build a sense of community, develop and evaluate a communication plan, and review communication strategies in the organization's strategic plan.
 2. Other Ad Hoc committees will convene as requested by the President with approval of the Board. Responsibilities will be determined at the time the committee is convened.

ARTICLE V

PARLIAMENTARY AUTHORITY

Robert's Rules of Order Newly Revised, govern IAHC except in cases specified by these Bylaws, Standing Rules or Special Rules of Order adopted by the members.

ARTICLE VI

AMENDMENTS TO THE BYLAWS

Section 1. Proposal

Proposed amendments to these Bylaws may be presented by the Officers, Board Directors, and Committee Chairs or by written petition signed by ten (10) voting members in accord with procedures adopted by the Officers and Board Directors. Amendment proposals may be submitted in writing or verbally at a meeting of the board or annual meeting. Proposals must include identification of the Article number, section, and item that the amended proposal will change, replace or be added and rationale(s) for the amendment(s).

Section 2. Review of Proposed Amendment

- A. The Board reviews proposed amendments for clarification and consistency with the IAHC mission and goals.
- B. The Bylaws committee integrates proposed amendments approved by the board into the bylaws for presentation and approval by the membership at the annual meeting.

Section 3. Voting

- A. Once the Board members approve an amendment, it will be submitted for vote to the voting membership at least sixty (60) days prior to the annual meeting.
- B. Voting shall occur at the annual meeting or by email in the event an annual meeting is not held.
- C. A majority vote of members present at the annual meeting are required to pass proposed amendments.

Section 4. Effective Date

- A. Amendments approved by a majority vote of members attending the annual meeting shall become effective at the conclusion of the annual meeting.
- B. The Bylaws committee shall amend the Bylaws document to reflect the newly passed amendment(s), including the official date of the amendment.

ARTICLE VII

TAX EXEMPT STATUS

Section 1. Declaration

- A. The Internal Revenue Service has declared the IAHC a public charity and exempt from Federal Income Tax under section 501(c) (3) of the Internal Revenue Code. Contributions are deductible under section 170 of the Code. The IAHC is also qualified to receive tax-deductible bequests, devised, transfers or gifts under section 2055, 2106 or 2522 of the Code.
- B. If funds are distributed to other organizations, records must show whether they are exempt under section 501 (c) (3). In cases where the recipient organization is not exempt under section 501 (c) (3), there must be evidence the funds will be used for section 501 (c) (3) purposes.
- C. If funds are distributed to individuals, case histories must be kept showing the recipient's name and address; purpose of the award; manner of selection; and the relationship of the recipient to any of the officers, directors, trustees, members or major contributors.
- D. Contributions to IAHC are deductible only to the extent that they are gifts and no consideration is received in return. Depending on the circumstances, ticket purchases and similar payments in conjunction with fundraising events may not qualify as fully deductible contributions.

Amended, June 2017, Adopted, June 2, 2017

Amended June 2011: Adopted June, 2012

Amended June 2010: Adopted June, 2010

Amended June 2006: Adopted November 2006

Amended June, 2003: Adopted: June, 2004

Amended, May 2001: Adopted: May 2002

Amended, February 1996: Adopted: May 1996
Amended, May 1994: Adopted: September 1994
Amended, 1993: Adopted: May, 1993
Amended, 1990: Adopted: April, 1990