



The  
Human  
Anatomy &  
Physiology  
Society

FROM: Kevin Petti, Ph.D.  
President, Human Anatomy and Physiology Society

TO: HAPS General Membership

RE: Notice of Ballot Initiates for Baltimore Membership Meeting

DATE: April 20, 2009

The intent of this memorandum is for the HAPS Board of Directors to communicate to the general membership of the Society several important initiatives that will be discussed and voted upon at our general membership meeting on May 25, 2009 in Baltimore, MD during our annual membership meeting. You recently received a letter from your regional director that initially outlined these initiatives. It is my hope that these ideas will be further reinforced with this communiqué.

#### Combining of the HAPS Constitution and Bylaws Into a Single Document

Presently, HAPS has two governing documents: The Constitution and The Bylaws. This arrangement is superfluous and periodically causes confusion and an unnecessary duplication of effort. A single file that contains the elements of both documents is a common standard of practice in similar organizations. It is the position of the Board of Directors that both of these documents be combined into a single manuscript. There will be no change in content; this is merely a melding of two documents into one.

Establishing this newly created single document, The HAPS Bylaws, requires a two-thirds vote of the membership. You will be receiving under separate email cover the newly proposed bylaws. I ask you to look these over and contact me directly should you have any questions. You will also have the opportunity to ask questions and raise concerns at the Baltimore meeting prior to voting on this initiative.

#### Establishment of the HAPS Foundation

The establishment of a foundation for our Society is a significant stage in our maturity as a professional organization. A foundation can serve as a reservoir of funds that supports the ever-increasing initiatives HAPS is pursuing. Further, an established foundation signals to external entities that HAPS is a capable custodian of grants and philanthropic gifts. Indeed, we have been recently approached for philanthropic giving, but our lack of an established foundation has hampered our ability to properly receive these funds. It is the hope of your elected leadership that you agree with the concept of establishing a HAPS Foundation.

Establishing a foundation requires an amendment of our bylaws. As mentioned above, amending our bylaws requires a two-thirds vote of the membership. You will be receiving under separate email cover the proposed bylaws that include language for the establishment of the foundation. I ask you to look these over and contact me directly should you have any questions. You will also have the opportunity to ask questions and raise concerns at the Baltimore meeting prior to voting on this initiative.

### Establishment of a HAPS Executive Director

The concept of an Executive Director is both exciting and daunting. It is exciting in the sense that this also signals our continued maturation as a professional society. Then again it also daunting in that it requires a shift in our leadership structure as well as a considerable monetary investment.

HAPS for over 20 years has been an organization run by volunteers who cycle through elected terms on a Board of Directors. Yes, we have contracted for business services for the last decade or so, but these services are largely operational in nature (membership billing, conference logistics). An Executive Director, however, provides institutional memory linking successive Boards. An Executive Director implements initiatives and policies established by your elected Board, shepherds grant proposals, oversees and administers our fast-growing HAPS-Institute, and serves as a web that connects the multitude of endeavors in which we are engaged. The need for an Executive Director at this moment in time is self-evident:

- Our programming is ever increasing, yet our volunteer-based leadership structure is not capable of adequately sustaining the momentum of these programs.
- Achievable grants are not realized because volunteer labor is not an effective mechanism in the process.
- An academic journal is not available because volunteer effort is not sufficient to adequately develop this project.
- The HAPS-Institute is not fully reaching its potential because it is unreasonable to ask volunteers to do more than they presently are.
- Development monies are being “left on the table” because HAPS does not have a consistent ambassador soliciting for these funds.

An Executive Director will be able to further develop HAPS and its services in a fashion that you deserve.

An Executive Director, of course, is a paid position. It is this element that can be daunting. Offering a salary commensurate with this position will require a commitment in the form of a substantial monetary outlay. The return from this expenditure, as stated above, is likely to be substantial in the form of new grants and philanthropic funding, and expanded services through initiatives that many of you have been asking for, such as more HAPS-I courses, and an enhanced academic journal.

While HAPS presently does have the monetary reserves to immediately support an Executive Director, it is the position of the Board of Directors that to sustain this venture it is necessary to raise our dues. Presently, HAPS is one of the most affordable professional organizations. Subsequently, the membership must consider that approving the motion to establish an Executive Director will require an increase in our dues. Below is the Board's three-year membership dues structure.

Beginning with the next fiscal year (2009-2010) and continuing for three fiscal years to the end of 2011-2012, student dues will remain at the current level of \$50/year and retired faculty dues will remain at the current level of \$45/year. The discounted dues rate for Presidents Emeriti will no longer be offered starting with the 2009-2010 fiscal year. Regular faculty rates which are presently \$65/year, and adjunct faculty rates which are presently \$50/year will increase as follows:

- \* 2009-2010: regular \$80; adjunct \$60,
- \* 2010-2011: regular \$90; adjunct \$70,
- \* 2011-2012: regular \$100; adjunct \$77.

This three-year plan, allows you to plan your budgets, while also sparing students and retired faculty from any increases.

For HAPS to continue to grow, and to continue to promote excellence in the teaching of human anatomy and physiology, an Executive Director is essential.

Your Board of Directors is poised to immediately advertise for and fill an approved Executive Director position to begin work in the fall of 2009, for an initial two-year contract.

### In Summary

This memorandum serves as official notice to the membership of the Human Anatomy and Physiology Society that several ballot initiatives will be voted upon at the annual membership meeting on May 25, 2009 in Baltimore, MD. The items below will be considered:

- The melding of the Bylaws and Constitution into a single document to be called the Bylaws.
- The amending of the HAPS Bylaws to include the proposed HAPS Foundation Bylaws
- The establishment of the position of a HAPS Executive Director, which will require the adoption of a three-year membership, dues increase.

You will soon be receiving via email the official membership meeting agenda. You will also be receiving via email attachments the newly proposed Bylaws and the HAPS Foundation Bylaws amendments. All of these documents will also be posted on the HAPS website.

Please contact me directly should have any questions or concerns at: [kpetti@sdccd.edu](mailto:kpetti@sdccd.edu)