

TWIN STATES CHAPTER OF THE AMERICAN ASSOCIATION OF HEALTHCARE ADMINISTRATIVE MANAGEMENT

CONSTITUTION AND BY-LAWS

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CONSTITUTION

ARTICLE I

NAME

The name of this organization shall be the Twin States Chapter of the American Association of Healthcare Administrative Management.

ARTICLE II

PURPOSE AND OBJECTIVES

The purpose of the Twin States Chapter of the American Association of Healthcare Administrative Management shall be to:

- A. Promote and encourage the recognition of health care administrative management as an integral part of financial management throughout the health care industry.
- B. Encourage the implementation of effective and efficient business and receivable management policies and procedures in the health care industry.
- C. Stimulate and encourage the exchange of information among the membership.
- D. Develop and encourage the implementation of programs for the purpose of furthering the education of and increasing the knowledge of the membership in the health care industry.
- E. Develop and implement such programs as may add to the knowledge and encourage the development of persons new to the health care industry.
- F. Establish non-discriminatory standards of performance and professional conduct for persons who participate or are involved in the management of health care

administrative services of any health care facility or related field conducting business in the health care industry.

- G. Cooperate with other health care organizations, institutions, and other related agencies, third party payers, and the general public.

ARTICLE III

MEMBERSHIP

The following criteria must be met for membership in the Twin States Chapter of the American Association of Healthcare Administrative Management:

1. A member shall be an individual whose employment is associated with health care or health care administrative management.
2. Membership shall be on an individual basis, not on an institutional basis.
3. A member who changes employment to a field not associated with health care or health care administrative management shall continue their membership for the remainder of the year for which dues have been paid.
4. The Executive Committee shall have the final authority to determine the eligibility of any individual seeking membership in the Association.

ARTICLE IV

VOTING

There will be one vote for each registered member. The Nominating Committee will submit a ballot to each for the election of officers at least forty-five (45) days prior to the annual meeting. All ballots will be tabulated by an individual who is neither a member nor affiliated with the Association. The results will be mailed to the Chairperson of the Nominating Committee. The Chairperson of the Nominating Committee will announce the results at the annual meeting. In the event of a tie, the Chairperson of the Nominating Committee will issue a ballot to all registered members within 30 days of the close of the annual meeting. All ballots will be tabulated consistent with the procedures identified in this section.

ARTICLE V

QUORUM

1. One-tenth of the membership shall constitute a quorum with a majority of the Executive Committee present.

2. A majority of the members of the Executive Committee shall constitute a quorum for a meeting of this committee.

ARTICLE VI

OFFICERS

1. The officers of the Association shall be; President, Vice-President, Treasurer, and Secretary, chosen from the membership.
 - A. Preference will be given by the Nominating Committee to presidential candidates who have served in either a lower office or on the Board of Directors for one (1) year and are either a Certified Revenue Cycle Executive-I (CRCE-I) or a Certified Revenue Executive-P (CRCE-P), assuming all other qualifications are equal.
 - B. Both officers and board members must be members for one (1) year before submitting a letter of intent.
2. The Executive Committee shall consist of the officers of the Association, the members of the Board of Directors, and all past presidents who are current members of the Association with a desire to serve on the Executive Committee. There shall be three directors and a Chairperson of the Board of Directors. The Chairperson shall be the immediate past president, a past president, or member of the Board of Directors.
3. All voting members of the Executive Committee, who are unable to attend a scheduled board meeting, may submit in writing to the President, prior to the scheduled board meeting, a proxy designation for a specified meeting.

ARTICLE VII

MEETINGS

1. There shall be a minimum of three meetings per year, one that will be the annual meeting. Notice of the meetings shall be given by the Secretary at least three weeks prior to the meeting date.
2. Special meetings may be called either by the President, a majority of the Executive Committee or at the written request of one-tenth (1/10) of the membership upon four weeks notice to the membership. The notice for a special meeting shall be given by the Secretary and shall state the time, place, and purpose of the meeting. No other business shall be transacted except that stated in the notice.

ARTICLE VIII

AMENDMENTS

The Constitution may be amended at any regular meeting of the Association by a two-thirds majority of the membership present and entitled to vote, providing that the membership shall have been notified in writing of the present article and proposed amendments thereto, four weeks in advance.

The Constitution may also be amended by a two-thirds majority vote of the Association through a mail or electronic ballot process, providing the membership shall have four weeks to respond and cast their vote.

ARTICLE IX

CODE OF ETHICS

The responsibilities of the Twin States Chapter of the American Association of Healthcare Administrative Management to the professional of health care administrative management shall be:

- Uphold the values, ethics, and mission of the Twin States Chapter of the American Association of Healthcare Administrative Management;
- Conduct all personal and professional activities with honesty, integrity, fairness, and good faith in a manner that will reflect well upon the profession;
- Comply with all laws in the jurisdictions in which the Twin States Chapter of the American Association of Healthcare Administrative Management is located, or conducts professional or personal activities;
- Maintain competence and proficiency in health care administrative management by implementing a program of assessment and continuing to sponsor professional education programs;
- Avoid the exploitation of professional relationships for personal gain;
- Use this code to further the interest of the profession and not for selfish reasons;
- Respect professional confidences;
- Enhance the dignity and image of the health care administrative management profession through positive information programs;
- Refrain from participating in any endorsement or publicity that demeans the credibility and dignity of the health care administrative management profession;

- Lead the organization in the use and improvement of standards of management and sound business practices;
- Be truthful in all forms of professional and organizational communication and avoid disseminating or sharing information that is false, misleading, and deceptive or information that would create unreasonable expectations;
- Accept no gifts or benefits offered with the expectation of influencing a management decision;
- Inform the appropriate authority and other involved parties of potential conflicts of interest related to appointments or elections to the board or committees;
- Members shall respect the rights of colleagues;
- Members shall avoid misleading, derogatory or other inappropriate references to the quality of service performed by a colleague or competitor;
- Members shall build their professional reputation on the merits of their own service and performance and shall recognize and give credit to others for work they have performed, or for achievements they have earned
- Members shall uphold the integrity of the Association.

BY-LAWS

ARTICLE I

DUTIES OF THE EXECUTIVE COMMITTEE

1. The affairs of the Association shall be guided by the Executive Committee. This committee shall meet to discuss the business of the Association, make recommendations thereon to the membership, and manage the affairs of the Association between meetings.
2. If any member of the Executive Committee, for any reason, vacates his or her office, the President shall appoint a member to fill the unexpired term.
3. Once an elected or appointed member of the Executive Committee has assumed office, they shall be given the option to complete their term of office regardless of a change in employment status or job responsibility.
4. If a member of the Executive Committee prior to assuming office fails to meet the necessary qualifications to hold that office, then the office shall be declared vacant.
5. If any member of the Executive Committee is unable to perform the duties of his or her office, or engages in conduct that reflects negatively upon the Association, the office shall be declared vacant by vote of the remaining members of the Executive Committee.
6. The immediate Past President of the Association shall serve as the Chairperson of the Executive Committee for the term immediately following their presidential term, provided he or she still retains the qualifications necessary to hold the office of President. The Chairperson of the Executive Committee shall have voting privileges during his or her term.
7. In the event the immediate Past President cannot serve as Chairperson of the Executive Committee, the Executive Committee shall elect a Chairperson of the Executive Committee. The Executive Committee shall elect any Past President or member of the Board of Directors to serve as Chairperson of the Executive Committee. A majority vote of the entire Executive Committee is required by mail or in person.

ARTICLE II

DUTIES OF THE OFFICERS

1. The President shall preside at all meetings of the Association. He or she shall appoint the standing and special committees. He or she shall be the ex-officio member of all committees and shall attend to all usual duties pertaining to this office.
2. In the absence of the President, the Vice-President shall perform the duties of the President. The Vice-President shall assist the President in coordinating the activities of the Association. The Vice-President shall also assume the position of Program Committee Chairperson.
3. The Secretary shall keep the minutes of the meetings of the Association and of the Executive Committee and shall be responsible to give, or cause to be given, notice of all meetings.
4. The Treasurer shall receive or cause an agent to receive and keep record of dues and funds of the Association and disburse them or cause them to be disbursed on authorization of the Executive Committee. The Treasurer shall in cooperation with the Membership Committee Chairperson, maintain or cause to be maintained at all times an accurate list of the membership of the Association. The Treasurer shall adhere at all times to the Check Signature and Cash Disbursement Policy of the Association.

ARTICLE III

COMMITTEES

1. There shall be the following Standing Committees:
 - a. Membership Committee
 - b. Education Committee
 - c. Sponsorship Committee
 - d. Certification Committee
2. No member of the Association shall be Chairperson of more than one Standing Committee.

ARTICLE IV

DUTIES OF COMMITTEES

1. The Membership Committee shall recruit prospective members, subject to the requirements stated in the Constitution. The Membership Committee Chairperson shall in cooperation with the Treasurer, maintain or cause to be maintained at all times an accurate list of the membership of the Association.

2. It shall be the duty of the Education Committee to plan the education for the upcoming year and make arrangements for meetings in cooperation with the President of the Association and the Executive Committee.
3. The Certification Committee is responsible to administer the certification process for the membership of the Association and to promote the value of certification to all members of the Association.
4. The Sponsorship Committee will recruit prospective sponsors. The Sponsorship Committee shall in cooperation with the Treasurer to assure that funds are collected annually and recorded appropriately in the Chapter`s account. They will also maintain a list of all past and present Sponsors of the Chapter.

ARTICLE V

The officers shall be elected by a majority of the present membership. They shall assume their responsibilities from January 1 of the following year until December 31 of that year. The Executive Officers shall serve for a one (1) year term. The Board of Directors shall serve a two (2) year term. These directorships will be staggered, two (2) directorships to commence on odd years, and three (3) terms to commence on even years. No members shall be eligible to serve in the same office for more than two (2) consecutive terms.

ARTICLE VI

AMENDMENTS

These By-laws may be amended at any regular meeting of the Association by a two-thirds majority of the membership present and entitled to vote, providing that the membership shall have been notified in writing of the present article and proposed amendments thereto, four weeks in advance.

These By-laws may also be amended by a two-thirds majority vote of the Association through a mail ballot process, providing the membership shall have four weeks to respond and cast their vote.

ARTICLE VII

DUES

1. There will be annual dues that shall be based upon the calendar year and shall be established by the Executive Committee.