

CONSTITUTION AND BYLAWS
of the
INLAND EMPIRE CHAPTER (#10)
AMERICAN ASSOCIATION OF HEALTHCARE ADMINISTRATIVE MANAGEMENT
(Reviewed April 2016)

CONSTITUTION

The name of the organization shall be the Inland Empire Chapter of the American Association of Healthcare Administrative Management. Its purpose shall be to promote and encourage the recognition of Revenue Cycle Management as an integral part of financial management throughout the Inland Northwest health care industry; develop and encourage the implementation of programs for the purpose of furthering the education and increasing the knowledge of the membership; develop and implement such programs as may add to the development of persons new to the health care industry; cooperate with other health care organizations, institutions and other related agencies.

A member shall be an individual involved in the business of Revenue Cycle or closely allied with such business. To hold office or vote in the local chapter, individuals must be members of National AAHAM. There will be, however, a local chapter membership only for those who prefer a limited membership. Meetings or special meetings shall be held as provided for in the chapter by-laws.

The By-Laws of the Inland Empire Chapter of AAHAM shall be its governing laws subject to this Constitution. Any member of the Chapter may propose changes to this Constitution in writing to the Chairman of the Board of Directors who shall present it to the Board for review. The Board will determine if such changes shall be submitted to a vote of the entire membership.

BY-LAWS

ARTICLE I - MEMBERSHIP

Anyone involved in the management of Revenue Cycle may join the organization by completing an application and sending it, with proper dues, to the AAHAM National Office. Membership is personal, not corporate, and may not be transferred or refunded.

Two levels of membership are available - National and Local. National members shall be entitled to all of the rights and privileges available to members, including, but not restricted to voting rights. Local members shall be entitled to all rights provided at the local chapter level, but are excluded on voting in any capacity and are not entitled to benefits supplied by the National Office.

ARTICLE II - DUES

The National Board of Directors will set the national dues on a yearly basis and will bill and collect those dues. The Chapter Board of Directors will set the annual chapter dues and notify National of the correct fee. National will bill and collect chapter dues with the national dues and will remit chapter dues to the local chapter.

ARTICLE III - VOTING

All National members, in good standing with dues paid, will be entitled to vote in all elections or other matters that require a vote of the membership. Each member shall have one vote.

ARTICLE IIIa - MAJORITY

Fifty one percent (51%) or more, of those responding, in person or by mail, will constitute a majority approval for any activity or question before the membership.

ARTICLE IIIb - ELECTION/TERMS

The Chair of the Board will appoint an unbiased National member to lead an election committee. National members shall nominate candidates for election during the general election. The committee will present the candidates and their qualifications/interests to the general membership. The committee will prepare ballots, send them electronically and/or mail them to the voting members. The Committee will tabulate the votes and announce the results to the sitting board. In the absence of a Chair, the President will appoint the election committee.

The affairs of the Inland Empire Chapter of AAHAM shall be directed by the Executive Committee. The policies of the chapter shall be determined by the Board of Directors. The Executive Committee shall consist of the officers of the Chapter and the Chair of the Board of Directors. There shall be four (4) officers of the Chapter: President, Vice-President, Secretary and Treasurer. The Board of Directors shall consist of the Executive Committee plus seven (7) other elected Board Members. The immediate past President shall serve as Chair of the Board following his/her presidential term and until there is a qualified successor and shall have voting privileges during his/her term as Chair. In the event that the Chair does not maintain an active position on the Board, the Board may elect a Chair by a majority vote of the Board.

Each of the elective officers and Board members shall be elected for and serve a term of two (2) years. The term of office shall commence January 1. No term limits shall apply. No one may hold two positions. If no qualified candidate is nominated, the position shall remain vacant until the next election. The Executive Committee shall only consist of National members who are connected with, employed by, or are Healthcare Providers as of the time of election. To avoid a conflict of interest, no member of the Executive Committee Board may have a direct reporting relationship in their employment or elsewhere with anyone serving at same time on the Committee or Board of Directors.

ARTICLE IV - DUTIES AND RESPONSIBILITIES OF THE OFFICERS AND BOARD OF DIRECTORS

The President shall preside at all meetings and is a member of all committees, except the election committee. S/he will schedule and conduct as many meetings as may be necessary to conduct the business of the organization. S/he will provide leadership and recommend policy; consult with the Board as necessary and keep them informed so that programs and activities of the Board may be coordinated.

The Vice-President will perform the duties of the President in his/her absence. S/he will also serve as chair of the education committee and will guide the educational programs in their development and presentation. S/he will report those activities to the Board and serve in other areas as determined by the Board.

The Secretary will perform the duties of the President and Vice-President in their absence. S/he will keep, or cause to be kept, the detailed minutes of each meeting of the Board. Minutes will be maintained in such good order as to fully document the activities and decisions of the directors at each meeting and be distributed upon completion in a timely manner.

The Treasurer will receive and disperse all chapter funds as necessary. S/he will maintain bank account/s, prepare reconciliation of accounts for presentation at Board meetings, implement proper control procedures so as to execute due diligence and control over all spending, provide chapter financial records to an accountant or auditor approved by the Board, or to the Board President, or in the absence of the Board President, the Chair of the Board for the purpose of a review for acceptable accounting practices and preparation of any tax forms necessary. S/he shall be bonded.

If any member of the Executive Committee or the Board of Directors shall, for any reason, be unable to perform the duties of the office, or is absent from two (2) consecutive Board Meetings, the Board will declare the office vacated. The Board, by a vote via mail, email, written communication or vote during a regularly scheduled Board Meeting, of the majority of said Board, shall elect a successor to fill the unexpired term of the vacated office.

Each member of the Board of Directors shall have a duty to attend all regular and special Board meetings in person or electronically. Each Board member shall have the power to designate, in writing, a proxy in his/her stead to attend the vote of any meeting. The Chair of the Board shall preside at all Board meetings; in his/her absence, the President shall assume that role. If neither is available, the Vice-President will perform the duties of the President in his/her absence. The Secretary will perform the duties of the President and Vice-President in their absence. In the absence of the President, Vice-President and Secretary the board shall elect one of their members by a majority vote of the entire board to perform the duties of all three offices. The duties of the Board shall be to establish policy and the programs of the Inland Empire Chapter.

ARTICLE V - COMMITTEES

The Board shall appoint as many committees as is necessary to conduct the duties of the Chapter. The following are standing committees:

Nominating Committee: National Members shall nominate candidates for election during the general election. All ballots shall have provisions for write-in votes for each office. The Chair of the Board will appoint an unbiased National Member to carry out a numerically controlled voting process with an independent party receiving and (to) tabulate the votes.

Corporate Partners and Corporate Sponsors Committee: Shall send annual invoices and arrange sponsorship for conferences.

Government Relations Committee: Shall maintain information on chapter website and keep chapter members and attendees updated on government related topics.

Chapter Development Committee: Shall report on all matters relating to membership, promote the increase of membership in each area and to work to develop the Chapter. This committee is responsible for solicitation of new members.

Chapter Excellence Committee: Shall work with all committees to prepare entry into national office for National award.

Membership Committee: This committee is responsible for the renewals of current members and to maintain a current membership directory for chapter use.

Education Committee: Shall be chaired by the Vice-President and shall develop and recommend to the Chapter Board, programs and outlines for workshops, institutes and seminars in accordance with the goals and objectives of the Chapter.

Ways and Means Committee: This committee will take charge of fund-raising for the chapter.

Certification Program Committee: Shall publicize the AAHAM Certification programs, arrange tutoring sessions, assist members to apply and arrange for administration of the certifying exams.

Publications Committee: Shall oversee the organization, printing and publication of the chapter newsletter, promotional emails and chapter website.

The President: Shall have the authority to appoint any committees relative to the objectives of the Chapter and to assign special tasks to members for study/action. The term of all committee membership shall expire at the end of the Presidential term or until their successors are appointed, whichever is later.

ARTICLE VI - PARLIAMENTARY PROCEDURES

The latest edition of Roberts Rules of Order governs all meetings and procedures. In the event of a conflict with the Constitution and Bylaws, the Board shall decide on procedure.

ARTICLE VII - AMENDMENTS

The By-Laws of the Inland Empire Chapter of AAHAM may be amended, repealed or added to by a majority vote of the Board of Directors. A current copy of the Constitution and By-laws will be available by request to a member of the Executive Committee.