

# AAHAM BYLAWS

## Missouri Hawthorn Chapter



## **PURPOSE**

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

- Promote and encourage the recognition of patient account management as an integral part of the financial management in hospitals/clinics, and throughout the health care industry.
- Encourage the implementation of effective and efficient business and receivable management policies and procedures in all types of health care facilities.
- Stimulate and encourage the exchange of information among members and associates.
- Develop and implement such programs as may add to the knowledge and encourage the development to persons new to hospitals/clinics and other health care facilities.
- Establish standards of performance for persons who participate, or are involved in the patient account management of any health care facilities.
- Cooperate with other health care organizations, institutions, and other related agencies.

## **NATIONAL AAHAM MEMBERSHIP BENEFITS**

- Organized group influence
- CRCE, CRCP, CRIP, CRCS, CCT
- The Journal (National Publication)
- Reduced workshop and meeting fees
- Nationwide contact with Patient Account Personnel
- Shared interests, problems, and solutions
- Opportunities to exchange information and ideas
- Membership Certificate from National Office
- Membership Directory from Missouri Hawthorn Chapter and National Office

The American Association of Healthcare Administrative Management is nationally recognized as an accredited, health care oriented, educational association, and members share in the recognition and achievement.

**Missouri Hawthorn CHAPTER**  
**AMERICAN ASSOCIATION OF HEALTHCARE ADMINISTRATIVE MANAGEMENT**  
**CONSTITUTION & BY-LAWS**

**CONSTITUTION**

**ARTICLE I NAME**

The name of this organization shall be the Missouri Hawthorn Chapter of the American Association of Healthcare Administrative Management.

**ARTICLE II PURPOSE AND OBJECTIVES**

The purpose of the Missouri Hawthorn Chapter of the American Association of Healthcare Administrative Management shall be to:

- A) Promote and encourage the recognition of Patient Account Management as an integral part of the 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 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 patient accounts of any health care facility or related field conducting business in the health care industry.
- G) Cooperate with the other health care organizations, institutions, other related agencies, third party payers, and the general public.

**ARTICLE III MEMBERSHIP**

- A) A member shall be an individual involved in or interested in the management of the health care industry or related field conducting business in the health care industry.
- B) Membership shall be on an individual basis and not on an institutional basis.

**ARTICLE IV MANAGEMENT**

- A) The affairs of the Missouri Hawthorn Chapter of the American Association of Healthcare Administrative Management shall be directed by an Executive Committee.

- B) The Executive Committee shall consist of the Officers and the Board of Directors of the Missouri Hawthorn Chapter. The powers and duties of the Executive Committee are defined by the By-Laws.
- C) The Association shall not discriminate against any member or applicant for membership because of race, creed, color, national origin, political affiliation, sex, age, or handicap in the performance of its purpose and activities.

## **ARTICLE V MEETINGS**

Annual or special meetings of the Missouri Hawthorn Chapter of the American Association of Healthcare Administrative Management shall be held as provided for in the By-Laws.

## **ARTICLE VI AMENDMENTS**

The Constitution of the Missouri Hawthorn Chapter of the American Association of Healthcare Administrative Management may be amended, repealed, or added to in the following manner:

- A) Any member of the Missouri Hawthorn Chapter of the American Association of Healthcare Administrative Management may propose a change to the Constitution. It shall be in writing, postal or electronic, and shall be submitted to the Executive Committee for appropriate action.
- B) Notification to the membership shall be in writing, postal or electronic, and shall inform the voting membership of the article or articles to be changed.
- C) The article or articles to be changed shall be written, postal or electronic, for the membership in the present form and in the proposed changed form.
- D) Voting on any changes shall be by mail, postal or electronic, ballot submitted to the membership and two- thirds vote of the members voting shall be required to adopt the said change.

## **ARTICLE VII**

The By-Laws of the Missouri Hawthorn Chapter of the American Association of Healthcare Administrative Management shall be its governing laws subject to this Constitution.

## **BY-LAWS & REGULATIONS**

### **ARTICLE I MEMBERSHIP**

- A) Application for membership shall be made in writing or other means of submission as defined or determined by the Executive Committee.

*REGULATION: Application forms will be provided by the Chapter. New member applications must be sent to the national office for processing.*

- B) The President shall have the final authority to determine the eligibility for membership.

*REGULATION: Eligibility for membership shall be consistent with the ethical standards and requirements of the Chapter.*

- C) Membership shall not be transferred from individual to individual.

*REGULATION: A member who changes his or her employer during a membership year shall continue their membership during the remainder of the year for which their dues have been paid.*

- D) Life membership is an honor bestowed upon an individual the Executive Committee believes demonstrates leadership for the Missouri Hawthorn Chapter. The Chapter will pay Chapter Membership dues and Local Meeting Registration fees for Life Members (not Joint Meetings or ANI Meetings.) Life Membership is valid for as long as the member is eligible for Missouri Hawthorn Chapter Membership.

*REGULATION: Life members are exempt from all Chapter dues, fees and assessments.*

### **ARTICLE II DUES AND FEES**

- A) Annual dues shall be for a fiscal year, beginning January 1.

*REGULATION: The amount of annual dues shall be established by the Executive Committee, prior to the beginning of the fiscal year.*

- B) The Executive Committee may impose an annual Chapter application fee for membership.

*REGULATION: Should the Executive Committee impose an application fee, said fee must accompany the initial application for membership and may be subject to annual review and/or change.*

- C) Annual dues shall be payable to the National Office on such date as prescribed.

Disbursement of Missouri Hawthorn Chapter, Chapter fees, shall be made directly to the Chapter Treasurer by the National Office. New applications for membership accompanied by the proper amount of dues and fees received after the first day of the last quarter of the membership year and for the following membership year.

- D) Dues shall be paid and received in the National Office.

*REGULATION: Dues must be paid no later than 30 days after the commencement of the fiscal year. Membership shall be considered terminated and notification shall be sent by the Membership Committee to the member.*

### **ARTICLE III VOTING**

All members of the Missouri Hawthorn Chapter, in good standing, shall have the right to vote.

*REGULATION: A new member who submits an application for membership accompanied by the appropriate dues and fees received in the office of the National Treasure by the first day of the third quarter of the membership year, shall have the right to vote in any election held during the remainder of the year.*

*REGULATION: Mail shall be defined as postal or electronic mail format.*

*REGULATION: Written or in writing shall be defined as delivering such notice by the means of postal or electronic format.*

*REGULATION: Proxy voting may not be used for the Executive Officers and Board of Directors.*

*REGULATION: A system of mailing the ballots and receiving the mail votes shall be designated to maintain the security and secrecy of the ballots and votes.*

*REGULATION: Ballots must be mailed at least 30 days prior to the meeting. To be counted, they must be postmarked by the date specified on the official ballot and the member's signature must be affixed. Failure to do so will result in an invalid ballot.*

*REGUALTION: Mail votes shall be kept for a minimum of 30 days after the results are announced in case recounts are required or other questions raised.*

All matters except as otherwise specified in this Constitution and By-Laws shall require a simple majority of those voting.

### **ARTICLE IV MEETINGS**

#### **A) Annual meeting**

Election of Officers and Board Directors of Hawthorn Chapter shall take place at the annual meeting each year.

*REGULATION: Notice of this meeting shall be given by the Chapter President at least 30 days prior to the scheduled date. Notice shall be in writing.*

#### **B) – Meeting Place/Special Meetings**

The President or the Executive Committee may designate the site of the annual or any other special meeting.

*REGULATION: The meeting place must be within the state of Missouri, unless otherwise approved by a majority of the Executive Committee.*

C) Quorum

*There shall be no quorum requirements to convene an annual or special meeting of the membership.*

A majority of the Executive Committee shall constitute a quorum for a meeting of the Committee.

**ARTICLE V EXECUTIVE COMMITTEE**

A) Composition of Executive Committee

The Executive Committee shall consist of the Officers of the Missouri Hawthorn Chapter, members of the Board of Directors, and the Chairperson of the Board of Directors.

B) Officers

There shall be four (4) elected officers of the Chapter. They shall be President, Vice President, Secretary, and Treasurer.

C) Board of Directors

There shall be five (5) members of the Board of Directors. Vacancies in the Board of Directors shall be appointed and approved by a majority of the Executive Committee.

*REGULATION: Each person so appointed shall be a Board member through completion of the vacated term.*

D) Chairperson of the Board of Directors

The immediate Past President of Hawthorn Chapter shall serve as Chairperson of the Board of Directors for two (2) years immediately following his/her term of office.

He/she shall have voting privileges during his/her term as Chairperson of the Board.

*REGULATION: If the Past President cannot serve, the President shall appoint a former Past President to serve in this capacity. If no Past Presidents are available, a majority vote of the entire Executive Committee is required by mail or in person. As such, he/she will be authorized to attend all board meetings and be involved in any discussions relating to Hawthorn Chapter Business.*

**ARTICLE VI  
POWERS AND DUTIES OF THE EXECUTIVE COMMITTEE**

A) Officers

The Officers of Missouri Hawthorn Chapter shall be proposed by the Nominating

Committee. A majority of the membership shall elect a President, Vice President, Secretary, and Treasurer.

Two (2) Board Directors shall be elected the same time of the Executive Officers.

Two (2) Board Directors shall be elected the following year.



Only members who are full time employees of health care providers or related agencies shall be eligible to hold the office of President, Vice President, Secretary, or Treasurer.

**PRESIDENT:** Shall preside at general membership meetings and at meeting of the Executive Committee. The President shall be an ex-officio member of all committees, standing and special, except the Nominating Committee, and shall execute policy and provider leadership to the Chapter. The President shall be an active National AAHAM member. The President will be a signatory at the financial institution and will be bonded at two and a half times (2.5) the end of year bank balance or \$25,000 whichever is greater.

**VICE PRESIDENT:** Shall perform duties of the President in the President's absence and is the officer in charge of the Education Committee.

**SECRETARY:** Shall keep, or cause to be kept, full minutes of all meetings of the membership, Executive Committee; he/she shall give or cause to be given, notices of all meetings of the membership and Executive Committee.

**TREASURER:** The Treasurer shall be responsible for all monies of the Chapter and for all income and disbursement of these monies due and payable to the Chapter. The Treasurer shall be bonded at two and a half times (2.5) the end of year bank balance or \$25,000 whichever is greater.. He/she shall be responsible for financial reporting.

**REGULATION:** *The Treasurer shall deposit all funds in an account in the name of Hawthorn Chapter AAHAM in a depository approved by the Executive committee. The Treasurer may reimburse approved expenses for business of the Chapter as authorized by the Executive Committee. A current financial statement shall be provided to the membership twice a year through the official publication of Hawthorn Chapter..*

#### B)Board of Directors

1. The Board of Directors shall consist of five (5) duly elected members including the immediate Past President of Hawthorn Chapter. Only members of the Chapter shall be qualified for election to the Board.
2. The duties of the Board shall be to establish policy and the programs of the Hawthorn Chapter, which policy and programs shall be carried out by the Executive Officers.

*REGULATION: Each Board member shall attend all Executive Officer Committee meetings. They will promote and encourage increase in membership and represent the Chapter at regional or state activities in his/her area related to the Chapter. Each Board member shall have the power to designate in writing, a proxy in his/her stead to attend at any Board meeting. A proxy must be a Missouri Hawthorn Chapter member of AAHAM.*

3. The immediate Past President of Hawthorn Chapter shall serve as Chairperson of the Board for the term immediately following his/her Presidential term. The Chairperson of the Board shall have voting privileges.

#### C) Term of Office

Each elected officer shall be elected for and serve a term of two (2) years. Two (2) of the Board of Directors shall be elected for a term of two (2) year terms at the same time of Executive Officers Election. The other two (2) Board of Directors shall be elected for a term of two (2) years the following year.

*REGULATION: By electing two (2) Board of Directors for two-year terms and two (2) Board of Directors the following year for two (2) year terms, the Board will always have experienced Board members on it. An individual may serve two (2) consecutive terms in the same office. The term of office shall commence January 1.*

#### D) Executive Committee Vacancies

In the event an Officer or Board Director leaves the health care industry for another non-related industry, he/she will give notice to the Executive Committee and will vacate immediately the present position held with Hawthorn Chapter AAHAM. If an elected Officer or Board Director loses their present job position but seeks to continue employment with the health care industry, they will have up to, but not exceeding, six (6) months in which to do so before they would be required to vacate their present elected office.

*REGULATION: In the event the office of President is vacated, the Vice President will complete the Presidents term of office.*

### ARTICLE VII COMMITTEES

#### A) Nominating Committee

1. The President of the Chapter shall appoint the Chairperson and two (2) Committee members.

*REGULATION: This Committee cannot be comprised of a Board Member whose term is up for re-election, nor an officer.*

(2) The Committee will nominate persons for the Office of President, Vice President, Secretary, and Treasurer and two (2) Board of Directors. The next year will also be two Board of Directors.

*REGULATION: Alternate years for electing two (2) and two (2) Directors.*

2. The Committee shall report to the President, the name of the candidates the Committee has nominated.

*REGULATION: Members of the Nominating Committee may not be nominees. The official ballots must be sent to the entire membership at least six (6) weeks prior to the annual fall meeting.*

3. All ballots shall have provisions for write-in votes.

*REGULATION: Provisions for write-in votes shall be available for each office. The purpose is in lieu of provisions of additional nominations.*

4. A Nominating Committee member cannot be a nominee and/or hold more than one (1) elected office.

#### B) Membership Committee

It shall be the purpose of the Membership Committee to promote the increase of membership in Hawthorn Chapter and report on all matters relating to membership to the Executive Committee at their meeting.

*REGULATION: The President shall appoint a Chairperson who will in turn appoint two (2) additional members to this Committee.*

#### C) Education Committee

The Education Committee shall develop and recommend to the Executive Committee programs and outlines for workshops, institutes, and seminars in accordance with the goals and objectives of the Chapter.

*REGULATION: The Chairperson of the Committee will be appointed by the President, who in turn may appoint two (2) additional members to the Committee. The Vice President usually serves as the Chairperson of this Committee.*

#### D) Communications Committee

The President of the Chapter shall appoint a Chairperson, who will in turn appoint two (2) additional members of the Communications Committee. This Committee shall coordinate and prepare the material for the communications of the Chapter.

#### E) Other Committees and Assignments

1. The President and the Executive Committee, during their term of Office, shall have the authority to appoint special committees relative to the objectives of the Chapter.

2. The President and the Executive Committee, during their term in office shall have the authorization to assign special tasks to members for appropriate study and for action.
3. Subject to the Constitution and By-Laws, the President shall have the authority to make appointments to all other committees, and shall appoint an Auditing Committee annually.
4. The term of all committee members shall expire at the end of the calendar year unless otherwise provided for by action of the Executive Committee.

#### **ARTICLE VIII CHAPTERS**

- A) The Chapter President shall be responsible to send to the National Office an outline of proposed programs and activities for the Chapter during his/her term of office.
- B) The Hawthorn Chapter shall automatically send the Chapter President or his/her designee to two of the three, National Board Meeting per year. No vote will be required for this.

#### **ARTICLE IX AMENDMENTS**

The By-Laws of the Hawthorn Chapter of the American Association of Healthcare Administrative Management may be amended, repealed, or changed by proposal of members, which must be approved by the majority vote of the Executive Committee and by written, postal or electronic, vote of two-thirds (2/3) of the voting membership.

Approved by the Executive Committee

*Susan Hayes*

President, Missouri Hawthorn Chapter

Susan Hayes

Constitution and Bylaws approved by the Executive  
Committee and Membership of the Hawthorn Chapter  
of AAHAM January 2023

**CODE OF ETHICS AND PROFESSIONAL RESPONSIBILITY HAS BEEN  
MOVED TO A SPERATE DOCUMENT.**