

AMERICAN ASSOCIATION OF HEALTHCARE ADMINISTRATIVE MANAGEMENT (AAHAM)

ROCKY MOUNTAIN CHAPTER

CONSTITUTION AND BYLAWS

FEDERAL TAX ID 74-2492316

COLORADO STATE ID 2011106981

Last approved Changes by Board of Directors 11.5.2021

ARTICLE I

Name and Motto

The name of the organization shall be: *Rocky Mountain Chapter of the American Association of Healthcare Administrative Management*. The motto of the organization shall be *"Moving Revenue Cycle into the Future"*.

ARTICLE II

Purpose and Objectives

The purpose and objectives of the organization shall be:

- To promote close cooperation among patient accounting professionals.
- Develop and encourage the implementation of programs for the purpose of furthering the education and increasing the knowledge of the membership in the healthcare industry.
- Cooperate with other healthcare organizations, institutions, other related agencies, third party payers, and the general public.
- Encourage the implementation of effective and efficient business and receivables management, policies, and procedures in the healthcare industry.
- Stimulate and encourage an exchange of information among the membership.
- Develop and implement such programs as may add to the knowledge and encourage the development of persons new to the healthcare industry.

ARTICLE III

Membership

Section 1. **Eligibility.** A member shall be an individual involved in or interested in the management of the healthcare industry or related field and conducting business in the healthcare industry.

Section 2. **Membership.** Membership shall be on an individual basis and not on an institutional basis. Membership can be national and/or on a local chapter basis.

Section 3. **Application for Membership.** Any eligible individual shall file for membership, together with the applicable dues. National membership to AAHAM is made by an application and payment of membership dues to AAHAM.

Section 4. **Dues.** National membership to AAHAM is made by an application and payment of membership dues to AAHAM. Each National member will be responsible for his/her National dues. The Chapter will be responsible to transmit the application and National dues to the National AAHAM Office. National renewal dues shall be paid directly to the National Office. New local member dues and renewals paid to the National Office will be remitted within ten (10) working days of receipt by the National Office. New, and renewing local-member-only dues shall be paid directly to the Chapter. All dues shall be paid for the fiscal year beginning on January 1st. Any member who has not paid his/her National or local Chapter dues by March 31st shall have his/her membership terminated. The Chapter has the right to set chapter dues payable to the local Chapter.

Section 5. **Special Payment of Dues.** Any individual who may otherwise serve as President but who is unable to pay for National dues may petition the Chapter's Board of Directors for payment of his/her National membership dues. Such a request must be approved by a majority vote of the Board of Directors.

Section 6. **Voting.** Local Chapter members shall have the power to vote or hold office at a local level and only National members may vote for National Offices.

ARTICLE IV

Organization and Duties

Section 1. **Officers.** The officers shall consist of:

- President
- Vice President
- Secretary
- Treasurer

Section 2. **Board of Directors.** The Board of Directors shall consist of:

- The above-named officers
- The immediate past president
- Three (3) active Chapter members elected for two (2) year terms

Section 3. **Duties of the President.** The President shall:

- Preside at all Board and general membership meetings.
- Promote the organization's objectives to the membership and to the public at large.
- Oversee all committee activities.
- Have the power to appoint chairpersons from the general membership for special committees.
- Have the power to appoint replacements for elected positions, with the approval by the majority vote of the Board present in person or by proxy, in the event an elected person is unable to complete a term, through resignation or otherwise.
- Participate with other organizations that require Chapter representation.
- Be responsible for a balanced expenditure of organization funds subject to Board review.
- Attend National Board meetings or other National meetings as required by the National By-Laws.

- Maintain National membership for the year in which he/she serves as President.
- Determine the date of the required four (4) Board meetings during the first meeting of the Board.
- File the appropriate IRS forms as directed by the National office as well as the periodic reports required by the state of Colorado.
- Appoint members of the Education Committee.
- Serve as Chairperson of the Fundraising Committee.

Section 4. **Duties of the Vice President.** The Vice President shall:

- Assume the duties of the President in his/her temporary absence.
- Assist the President in carrying out Chapter objectives.
- Serve as Chairperson of the Education Committee.
- Prepare and submit a proposed budget to the Board of Directors by October 1st for review by the Board as the 4th quarter Board meeting.

Section 5. **Duties of the Secretary.** The Secretary shall:

- Maintain full and accurate records of all meetings of the Chapter.
- Send out notices as directed by the President.
- Perform all Secretarial duties.
- Keep a file of all correspondence regarding Chapter activities.

Section 6. **Duties of the Treasurer.** The Treasurer shall:

- Have responsibility for all funds, securities, and other assets of the Chapter.
- Issue receipts for all monies received and deposit same in designated bank(s).
- Submit a financial report at all Board and general membership meetings.
- Maintain an accurate and up-to-date Chapter membership roster.
- Distribute yearly membership renewal statements for local only Chapter members.
- Assist the Vice President in achieving a balanced expenditure for the organization
- Submit a copy of the Chapter bank statement(s) to the Chapter President and Secretary.
- Obtain the services of an independent auditor to perform an audit of the Chapter's financial records immediately following the close of each fiscal year

Section 7. **Duties of the Board of Directors.** The Board of Directors shall:

- Have authority to make policy decisions for the Chapter.
- Direct the business and financial affairs of the Chapter.
- Establish and enforce rules and procedures for the organization.

- Approve, modify, or disapprove reports, resolutions, or actions of officers or committees of the Chapter.
- Have responsibility for participation and regular attendance at all Board meetings. Any Board member, who without prior consent of the majority of the Board, fails to attend two Board meetings per year be required to voluntarily resign from the Board.
- Attend at least 50% of the membership meetings per year.
- Have responsibility for ensuring that officers complete their duties as required by the By-Laws and for the spending of Chapter funds.
- Serve as a committee chair for Membership Development, Communications, Certification and or Government Relations

Section 8. **Duties of the Past President.** The Past President shall:

- Serve as a member of the Board of Directors (ex officio) for a two (2) year term immediately following the tenure as President.
- Serve as Chairperson of the Nominating Committee.

ARTICLE V

Elections

Section 1. **Elections.** Elections for the President, Secretary, and Treasurer shall be held every two (2) years in even-numbered years. Elections for the Vice President and all Board Members shall be held every two (2) in odd-numbered years.

Section 2. **Nominees.** Nominees for vacant offices shall be selected by the Nominating Committee and presented to the general membership.

Section 3. **Terms of Office.** All elected positions are held for two (2) year terms. Following his/her term, the President shall succeed to the Board of Directors. Officers may, upon board approval, serve two (2) consecutive terms. If any Officer is unable to fulfill his or her term, the Board of Directors shall, by written vote of a majority, elect a successor to fill the unexpired term of office.

Section 4. **Majority Vote.** Election for regular offices and for Board positions shall be based on simple majority among Chapter members who cast votes in the election.

Section 5. **Election Dates.** Elections will be held in October bi-annually and installation of officers and Board members will occur in January of the following year.

Section 6, **Methods of Voting.** Method(s) of voting on other special issues may be determined by the Board of Directors.

ARTICLE VI

Meetings

Section 1. **General Assembly Meetings.** General assembly meetings for chapter membership shall be held at least twice a year, ideally in the spring and fall (or as scheduled by the Board and Education Committee). One or both of these general assembly meetings may be replaced with an educational event where members and non-members may attend.

Section 2. **Board Meetings.** A Strategic Planning meeting will be held in the first quarter of each year to discuss goals and initiatives for the upcoming year. Chapter Board meetings shall be held twice a year. Meeting dates for the Chapter Board meetings will be set during the Strategic Planning meeting.

Section 3. **Other Meetings.** The board shall coordinate at least one (1) networking event to foster engagement amongst members and promote AAHAM to potential members. Other meetings may be held at the discretion of the President and/or Board of Directors.

ARTICLE VII

Committees

There shall be the following standing committees with such others as the Board of Directors may deem necessary. Chapter members may serve as committee members.

Section 1. **Education Committee.** The Vice President shall serve as Chairperson. The Chairperson shall determine the appropriate number of members to serve on the committee. Each year the President shall appoint members to serve on the committee for a period of one (1) year. The duties of this committee shall be to plan, develop, and coordinate educational programs for the Chapter members and to publicize the activities of the Chapter. An educational needs assessment / survey will be conducted annually to ensure the committee is delivering high-quality, relevant educational offerings to the chapter. Along with promoting various virtual programs throughout the year, the committee will facilitate at least 16 hours of educational training in person. Should in-person events not be possible due reasons outside of the board's control, or travel restrictions, education will be provided virtually or in a hybrid format.

Section 2. **Nominating Committee.** The Committee shall consist of a Chairperson and additional members as deemed necessary by the Chairperson. Chairperson of this committee shall be the Past President. The Past President shall be responsible for selecting additional members of the Nominating Committee as needed and advising nominees of the responsibilities of the position for which they have been nominated. A member cannot be a nominee and / or hold more than one (1) elected office at a time. This committee shall ensure that ballots are sent to the Chapter membership no later than October of each election year. All ballots are to be returned to the Chairperson of the committee no later than November 30th of each election year. Newly elected officers are to be announced 30 days prior to their installation.

Section 3. **Fundraising Committee.** This committee shall consist of the current President and all committee Chairpersons. The current President shall serve as Chairperson. This committee shall be responsible for increasing revenues to the organization through fund raising efforts. Revenues shall be used to promote the professional and educational development of Chapter members. The committee shall also be responsible for maintaining a vendor sponsorship program.

Section 4. **Membership Development Committee.** Committee shall consist of a Chairperson and additional members as deemed necessary by the Chairperson. The committee shall be responsible for promoting the benefits of Chapter membership, tracking, and maintaining Chapter membership records, and recruiting new members. The committee will also develop a strategy to promote student membership.

Section 5. **Communications Committee.** Committee shall consist of a Chairperson and additional members as deemed necessary by the Chairperson. The committee shall be responsible for developing the quarterly Chapter newsletters, email campaigns, and other communications necessary to keep Chapter members informed of Chapter activities. The committee is also responsible for managing and maintaining the Chapter's website.

Section 6. **Special Committees.** Special committees may be appointed for special duties as authorized by the President and/or Board of Directors. The term shall be one (1) year or until the next annual meeting. At that time the committee shall be discharged unless otherwise directed by the President and/or Board of Directors.

Section 7. **Certification Committee.** Committee shall consist of a Chairperson and additional members as deemed necessary by the Chairperson. The committee shall be responsible for certification process for all Rocky Mountain AAHAM members. The committee will serve as a liaison with national AAHAM in certification registration, proctoring, and coaching. The committee will host or co-host at least one certification session annually. The committee facilitates quarterly communication to members, promoting the certification program.

Section 8. **Government Relations Committee.** Committee shall consist of a Chairperson and additional members as deemed necessary by the Chairperson. It shall be the purpose of the Government Relations Committee to organize, plan and implement the AAHAM Mission through interaction with governmental departments, agencies and divisions at the state and national level (in coordination with the National AAHAM Government Relations Committee). The Government Relations. The Committee will work with the National Office and other committee chairs in developing opportunities for government interaction (i.e. AAHAM's State Monitoring Program). The Committee shall promote the Annual Legislative Day in Washington, D.C. and disseminate information to chapter members to further the National AAHAM's legislative agenda.

ARTICLE VIII

Affiliations

The organization may enter into the agreement of affiliation with an appropriate state or national organization under provision determined and prescribed by the Board of Directors after confirmation by a two-thirds majority vote of the membership. The Chapter membership shall abide by the Constitution and the By-Laws of AAHAM.

ARTICLE IX

Amendments

Amendments to the By-Laws must be approved by a two-thirds majority of the Board members and then accepted by a two-thirds majority of the general membership present at vote.

ARTICLE X

Chapter Funds

Section 1. **Petition for Payment.** Any Chapter member may petition the Board of Directors for payment of the following:

- National membership dues for a prospective President.
- Educational/Certification programs to be limited to AAHAM certification programs and/or Chapter educational seminars.
- Travel expenses for officers

Section 2. **Required Payments.** Chapter funds shall pay for the attendance of the Chapter President (or proxy, as designated by the President) at National meetings as specified by the National By-Laws.

Section 3. **Chapter Expenses.** All expenditures over \$500 must be approved by a majority of the Board of Directors. Expenditures under \$500 may be approved by the President and Treasurer.

ARTICLE XI

Parliamentary Procedures

Robert's Rules of Order shall constitute the Parliamentary authority in all matters not specified in the By-Laws.

ARTICLE XII

Legal Counsel

The organization may engage a licensed attorney to assist the organization with the resolution of legal issues and oversee its bylaws and constitution.