

# Constitution

Reviewed

November 2017

## Florida Sunshine Chapter #03

American Association of Healthcare Administrative Management

### ARTICLE I – NAME

The name of this professional association shall be that name that is decided upon by the National Board of Directors. The chapter name shall be THE FLORIDA SUNSHINE CHAPTER.

### ARTICLE II - PURPOSE & OBJECTIVES

The purpose of this organization shall be:

- A. Promote and encourage the recognition of patient/clinic/practice account management, as an integral part of the financial management of health care accounts receivable.
- B. Encourage the implementation of effective business and receivable management Policies & Procedures in all healthcare facilities.
- C. Stimulate and encourage the exchange of information and experiences among the membership.
- D. Develop and implement programs and publications to further the education and knowledge of the general membership in the area of health care receivable management.
- E. Develop educational programs to further the knowledge of persons new to healthcare receivable.
- F. Establish non-discriminatory standards of performance for persons involved in the management of patient/clinic/practice accounts receivable.
- G. Cooperate with other groups and organizations to facilitate the advancement and recognition of the general membership.
- H. The Florida Sunshine Chapter is a local chapter of the National Association and therefore recognizes that it is subject to the Constitution & by-laws, regulations & code of Ethics established by the National Organization.
- I. The Florida Sunshine Chapter acknowledges the jurisdiction of the National Association and will not operate contrary to the philosophy of the National Organization.

## ARTICLE III – MEMBERSHIP

Membership is individual and is not transferable. Anyone who is associated with healthcare administrative services, and does business with those involved in healthcare administrative services, will be eligible for membership by completing the appropriate application and paying the annual dues, providing such application is not in conflict with the by-laws of the National Organization.

## ARTICLE IV - MEETINGS

### A. BOARD OF DIRECTOR MEETINGS

At the first meeting of a new Board of Directors, following an election, the board will determine and schedule the dates, times & locations of its meetings.

The schedule will be made known to the membership.

Any member in good standing may attend a meeting by giving notice to any officer of the board.

### B. GENERAL MEMBERSHIP MEETINGS

The Board of Directors, as needed will schedule General membership meetings.

The general membership will be notified at least 15 days in advance, of the date, time & location of such meetings.

## ARTICLE V - BOARD OF DIRECTORS

The Board of Directors will be the governing body of the organization and will conduct the business of the chapter. All Directors must be National members and chapter local members.

The board will consist of fourteen (14) elected Directors, a Chairman of the Board and any number of Ex-officio (appointed) members as may be appropriate.

Elections will be conducted as prescribed in the by-laws. This chapter abides by the National Constitution Article V, which includes a disclaimer of personal responsibility or liability unless due to failure to perform the duties of the office occurs. (National Committee Article V.)

## ARTICLE VI – QUORUMS

Fifty-one percent (51%) of the voting Directors shall constitute a majority at any meeting, and therefore may conduct routine chapter business.

## ARTICLE VII - EX-OFFICIO OFFICERS

The Board of Directors, by majority vote, may name additional persons to sit on the board. They shall be known as Ex-Officio board members and enjoy all the same rights and privileges as an elected Director with the exception of casting a tie breaking vote on a properly presented motion before the board.

## ARTICLE VIII – VACANCIES

In the event that a Director must vacate an elected position, the Board of Directors may, by majority vote, appoint a qualified person to fulfill the remaining portion of the vacated term, or, may choose to leave the position vacant. The appointee must be a current National member.

## ARTICLE IX - CHAPTER BY-LAWS

The by-laws of this organization shall be the governing authority providing they are not in conflict with this constitution.

## ARTICLE X – AMENDMENTS

Any national member, in good standing, may propose a change or amendment to this constitution by sending a request to the Secretary of the Board.

The secretary will schedule the issue for consideration by the board at the next regularly scheduled meeting.

If the change is approved by more than 50% of the Directors, it will be presented to the general membership for their approval or disapproval.

If the change is approved by more than 50% of the responding general members, the change will be implemented.

# **By-Laws**

## **Florida Sunshine Chapter**

### **Revised November 2017**

American Association of Healthcare Administrative Management

#### **ARTICLE I – MEMBERSHIP**

Anyone who is associated with healthcare administrative services may join the organization by completing an application and sending it, with proper dues, to the designated chapter representative. Membership is personal, not corporate, and may not be transferred or refunded.

There are two levels of membership: National and Associate. National members shall be entitled to all of the rights and privileges available to members, including, but not restricted to voting rights.

Associate members shall be entitled to all rights provided at the local chapter level, but are excluded from voting in any capacity, under all circumstances. They are not entitled to benefits supplied by the National Office; and cannot hold local chapter offices.

A Local chapter may establish Associate member dues, however National sets Student and retired member dues. No associate member or student member can be President of a local chapter, or be in a position to potentially have to act as President.

The status of the Chapter Life Member may be conferred upon individuals by the Board of Directors to recognize their outstanding contributions and meritorious service to the Chapter. Chapter Life Members are exempt from all local Chapter dues and educational fees.

All Presidents, past and present, shall receive the status of Chapter Life Member. Membership in the Chapter shall be terminated if the dues of the Chapter member remain unpaid by December 31<sup>st</sup> for the next calendar year.

#### **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 local annual chapter dues and notify the National office of the correct fee. The National office will bill and collect the local chapter dues with the National Dues and will remit the chapter dues to the local chapter. National dues cover the calendar year and are prorated as determined by the National Board of Directors. The chapter dues are not prorated.

### 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 will have one (1) vote.

### ARTICLE IIIA – MAJORITY

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

### ARTICLE IIIB – ELECTIONS/ TERMS

The Chairman of the Board will appoint & lead an election committee. The election committee will identify & solicit candidates for seats on the Board of Directors. To be eligible for election, appointment, or retention to any position on the Board of Directors, a member must be in good standing with both the Chapter and a national AAHAM member. The committee will present the candidates and their qualifications/interests to the general membership. The committee will prepare ballots, send them to the membership and tabulate the results, announcing the results to the sitting board. In the absence of a Chairman, the President will appoint the election committee.

The board of directors is composed of fourteen (14) elected director positions for two (2) year terms of office. Each candidate is elected to the position of director. Terms of office coincide with the calendar year. As soon as possible, following the general election, the newly elected directors will meet and elect the President, First Vice President, Second Vice President, Secretary and Treasurer (the Officers of the Board of Directors). The President will determine which of the remaining nine (9) elected directors will chair and/or oversee the committees, and shall also be responsible for appointing all non-director committee chairs and co-chairs.

The Officers and Chairs may hold office for only one year but may be elected for consecutive terms in the same office. The Chapter Board of Directors will consist of the duly elected National Members- thus no associate member or student member can be President of a local chapter, or be in a position to potentially have to act as president.

The honorary title of "Chairman of the Board" will be granted to the out-going President of the board and is a member of the Board of Directors. It is intended as an honorarium. The position is available only if the out-going President retains active interest in the organization by being re-elected or accepting appointment to a director position. If the director does not maintain an active position on the board, the Chairman position remains unfilled.

The Chapter Officers, Directors and Chairman of the Board shall be the voting members of the Board of Directors. All voting shall be a majority vote of those present. A minimum of eight (8) board members must be present to conduct lawful business.

Any Officer or Board member with more than three (3) un-excused absences at a board meeting or whose professional conduct ethics conflict with the purpose, objective a standards of the American Association of Healthcare Administrative Management (AAHAM) shall be immediately removed from office by two thirds (2/3) vote of the Board of Directors present.

If the President is removed from office or vacates his/her office, the First Vice President shall fill that vacancy and the First Vice President position shall be filled by the Second Vice President and the Second Vice President position shall be filled by action of the Board of Directors from among the members of the Board of Directors for the unexpired term.

If the Secretary, Treasurer, or Second Vice President is removed from office or vacates his/her office, the position shall be filled by action of the Board of Directors from among the members of the Board of Directors for the unexpired term.

If any other member of the Board of Directors is removed from office or vacates his/her office, the position shall be filled by action of the Board of Directors by appointment of a member at large for the unexpired term.

#### ARTICLE IV - DUTIES & RESPONSIBILITIES OF THE OFFICERS OF THE BOARD OF DIRECTORS

##### President

The President will preside at all meetings and is a member of all committees, EXCEPT The Election committee. She/he will schedule and conduct as many meetings as may be necessary to conduct the business of the organization. She/he will provide leadership and recommend policy. She/he will consult with members of the board as necessary and keep them informed so that the programs & activities of the board may be coordinated. She/he will strive to lead the chapter to accomplish the objective set forth in the constitution and as presented in the Chapter Excellence Applications.

##### First Vice President

The First Vice President will perform the duties of the President, in the absence of the President. She/he shall oversee two Directors and such committees as determined by the President and shall serve as directed by the President.

### Second Vice President

The Second Vice President will perform the duties of the President in the absence of the President and First Vice President and shall oversee two Directors and such committees as determined by the President and shall serve as directed by the President.

### Secretary

The Secretary will perform the duties of the President in the absence of the President, First Vice President and Second Vice President. She/he will keep, or cause to be kept, the detailed minutes of each meeting of the Board of Directors. Minutes will be maintained in such good order as to fully document the activities and decisions of the directors at each meeting. Minutes of all meetings will be made available to any member who requests to see them, with proper notice.

### Treasurer

The Treasurer will receive and disperse all chapter funds as necessary. S/he will maintain both operating and savings accounts, prepare monthly reconciliation of accounts for presentation at all board meetings, implement proper control procedures so as to execute due diligence and control over all spending and prepare an annual budget to guide the board with their expenditures. She/he will provide the chapter financial records to an accountant or auditor, approved by the board, for the purpose of a review for acceptable accounting practices and preparation of any tax forms necessary. Check requests will require approval by two officers.

## ARTICLE V – COMMITTEES

The board will appoint as many committees as is necessary to conduct the duties of the chapter. The following are standing committees, and additional committees may be appointed as needed:

### Budget/Finance

This committee handles the collection & distribution of the chapter's funds, investments, allocations, reconciliation of accounts receivable & payable, reviews & audits. It is chaired by the Treasurer.

### Certification

## Constitution and By-Laws

### Florida Sunshine Chapter #03

#### American Association of Healthcare Administrative Management

This committee is responsible for establishing & communicating information in accordance with directions received from the National office such as dates, times & locations of study sessions and examinations. It is responsible to administer testing and in some cases grading of exams; establish and conduct local coaching sessions.

### Chapter Excellence

Responsible for communicating the requirements of the National Office for participation in the National Chapter Excellence Program. Advise the board and its committees of the criteria being used to earn points for submission on the annual application. The committees must gather appropriate information, on an on-going basis and prepare an annual submission for review by the National Organization.

### Communications

This committee provides membership communications, primarily using an electronic List Serve to contact the general membership, or other selected lists of individuals, to provide a response to surveys and to convey important information concerning current & legislative events, etc. It also assimilates the results of those efforts.

### Corporate Partners

This committee is involved in soliciting the financial support of the business community. The additional income provided by corporate partners is used by the chapter to supplement scholarships, publications, educational workshops & seminars, letterhead, envelopes, etc. These funds provide support for programs that might otherwise be unavailable.

### Education

The responsibility to organize and present seminars and workshops, as directed by the board, belongs to this committee. The committee is responsible to suggest the dates and locations, engage speakers, design & implement the program to the membership. Obtain evaluation forms at each Educational event.

### Elections

The elections committee is responsible to help locate prospective candidates who may be qualified and interested in running for office to replace seats vacated by outgoing Directors. The Chairman of the Board of Directors is the committee chairman. If there is no Chairman of the Board, the President will appoint a chairman.

### Fund Raising

Each New Board will identify the charities that it will endeavor to support financially. The committee conducts specific fund raising events. Independent of the board but under its auspices. The funds raised go directly to the respective charities, on behalf of the membership.

### Historian-Social Media

The Historian is responsible for the collection & display of photos and printed documents, brochures, etc. These are used to present a format documentation of events presented by the chapter and represent a pictorial history of events. The Historian maintains our social media web site and archives. This party will also post updates of events held on the web site and social media.

### Membership

Membership is responsible for the solicitation of new members & renewals of current members. They are responsible to maintain current records for chapter use, mailing labels, etc. The chapter coordinates with the National office to assure members are properly recorded. The committee also sends out annual renewal notices for Associate memberships whose records are maintained at the chapter level.

### Publications

All format publications are overseen by this committee to assure proper use of logos, fonts, etc. The committee assures that corporate partner benefits are correctly provided and that each partner receives accurate advertising space. The committee oversees the organization, printing and publication of the electronic magazine, newsletter and membership directory. The committee is chaired by the editor(s).

### Registration

All Education events will require coordination and coverage of the Registration Desk. Duties include acquiring a copy of the registered attendees, checking in the attendees, and collecting any outstanding registration fees. In addition the committee will ensure Certification CEU lists are available for members to sign; completed copies will be sent to the Chapter President for reporting. This committee will also be responsible for gathering literature for the event from officers/committee chairs and providing conference folders and name badges.

### Scholarships

This committee sets forth the requirements for members to apply for financial assistance with their continuing education. The committee solicits and evaluates the applicants and selects the winner.

### Legislative Liaison

This committee is responsible for reporting legislative matters and recommending action items to the Board of Directors to further promote the purpose and objectives of the Chapter as set forth in the Constitution.

## ARTICLE VI – LEGAL COUNSEL

The Board of Directors may appoint a qualified attorney at law to serve as Legal Counsel to the Chapter who will oversee the Constitution and By Laws.

## ARTICLE VII - PARLIAMENTARY PROCEDURES

The latest edition of ROBERTS RULES OF ORDER, NEWLY REVISED governs all meetings. In the event of a conflict with the constitution & by-laws will over rule ROBERTS RULES.

## ARTICLE VIII - AMENDMENTS

These by-laws may be changed or amended by a majority vote of the Board of Directors.