

# Constitution and By-Laws



---

## South Carolina Association Healthcare Access Management

(A NAHAM Affiliate)



## **Constitution & By-Laws**

### **SOUTH CAROLINA ASSOCIATION OF HEALTHCARE ACCESS MANAGEMENT**

#### **ARTICLE I NAME**

The name of the Association shall be the South Carolina Association of Healthcare Access Management (hereinafter referred to as the “Association” of “SCAHAM”).

#### **ARTICLE II PRINCIPAL OFFICE**

The Principal office of SCAHAM shall be located in care of the current president. The Association may have such other offices as may from time to time be designated by its Board of Directors.

#### **ARTICLE III MISSION STATEMENT AND PURPOSES**

SCAHAM is a professional association committed to promoting excellence in the management of patient access services in healthcare delivery. The Association provides timely, accessible and meaningful education and interactive networking opportunities in a dynamic environment.

Patient access services include:

- Admissions
- Registration
- Patient Financial Counseling
- Guest Relations
- Pre-Admission
- Bed Management
- Other Related Services

The Association enhances the development of quality leadership and recognizes the intrinsic value, dignity, and importance of all individuals. We value:

- High standards of service
- Education and professional growth
- Care, concern, fair, and ethical treatment
- Creativity, innovation, and flexibility

The purpose and objectives of this Association shall be as follows:

- A: To enhance the profession of patient access services management.
- B: To provide educational resources and professional growth opportunities.

- C: To promote local, regional and national relationships for the interchange of ideas and dissemination of material relative to patient access services management.
- D. To foster positive relations with allied health care associates.
- E. To provide a mechanism for the accreditation of members and a maintenance program pertinent thereto via the NAHAM Accreditation Program.

#### **ARTICLE IV POWERS**

The Association shall function as a not – for – profit professional organization and shall perform any task necessary and proper to carry out or accomplish its Mission Statement or any of its purposes. The Association shall have power to collect and disseminate statistics and other information, conducting investigations and studies, engage in fund raising activities and seek grants for additional funding of projects, and conduct promotional activities.

#### **ARTICLE V AMENDMENTS**

In order to amend this Constitution a majority vote of those active members in attendance at the Annual Meeting is required. Suggested amendments to the Constitution shall be submitted to the Chairman of the Standards and Bylaws Committee by an active member of the Association in good standing and shall be approved by the Board of Directors prior to submission to the active membership for vote. The Chairman of the Standards and Bylaws committee shall submit the proposed amendment (s) in writing to each active member no less than four (4) nor more than six (6) weeks prior to the closing date determined by the Executive Committee for voting. Proposed amendments will be distributed to members other than active for informational purposes only. Amendments to the Constitution shall be binding on all Members.

#### **ARTICLE VI BYLAWS**

Bylaws will hereinafter be adopted. Such Bylaws may be amended in all or part, in the manner provided therein, and amendments to the Bylaws shall be binding on all members.

#### **ARTICLE VII DISSOLUTION**

In the event of dissolution, the remaining assets of the Association, after necessary expenses related to the dissolution have been paid, shall be distributed to such other non – for – profit organizations within the health care delivery system as shall be directed by the Board of Directors.

## **BYLAWS**

### **SOUTH CAROLINA ASSOCIATION OF HEALTHCARE ACCESS MANAGEMENT**

#### **ARTICLE I NAME**

The name of this organization shall be the South Carolina Association of Healthcare Access Management. (SCAHAM)

#### **ARTICLE II OBJECTIVES**

Section 1 To foster good communications and networking among managers of hospital admissions and registration departments by providing opportunities for the exchange and dissemination of information.

Section 2 To provide educational opportunities through professional seminars and workshops which will support the members personal professional growth and career progression.

Section 3 To provide support services, networking, and educational opportunities which will support the members personal and professional growth and career progression.

Section 4 To promote good relations between the hospitals and the communities they serve through an informed interpretation of hospital policy as well as federal, state, and local laws, statutes and ordinances.

#### **ARTICLE III POLICIES**

Section 1 To uphold the standards of the American Hospital Association (AHA), the National Association of Health Care Access Management (NAHAM), the individual hospitals represented in the membership of this organization and of the managers comprising the membership.

Section 2 To respect the program as established and implemented by each member manager in his/her individual hospital.

Section 3 To provide a treasury fund for Association use to defray expenses incurred in membership educational programs and administration cost.

Section 4 To maintain an active Board of Directors through regularly scheduled meetings as well as special called meetings designed to set policy, and approve programs and expenditures.

## **ARTICLE IV MEMBERSHIP**

### Section 1 Active Membership

- (A) Is open to any person who directs, manages, supervises, or coordinates activities in hospital admissions and/or registration departments
- (B) Entitles the active member to one vote in Association business.
- (C) Members in active status are entitled, upon election, to hold office.

### Section 2 Association Membership

- (A) Is open to members who may no longer be in a management or supervisory position in admissions/registration but who wish to remain active in SCAHAM.
- (B) Associate members are not entitled to hold office or vote but are entitled to serve on committees and be present for business meetings.

### Section 3 Honorary Membership

- (A) May be granted to a SCAHAM member at the discretion of the SCAHAM Board of Directors.
- (B) A member may be recommended to the Board of Directors by SCAHAM Member.
- (C) Honorary members may not hold office or vote but are encouraged to serve on committees and advisory committees.
- (D) Honorary members will not be assessed membership dues but must pay registration fees associated with seminars, etc.

### Section 4 Corporate Membership

- (A) Open to business which provide services, products, and equipment to hospital admission and registration areas.
- (B) Corporate members may hold office, vote and serve on committees as appropriate by the Board of Directors.
- (C) Corporate members are assessed annual membership fees as set by the Board of Directors.

## **ARTICLE V MEMBERSHIP DUES**

- Section 1 Dues are payable annually no later than January 1<sup>st</sup>. The membership year will be from January 1<sup>st</sup> to December 31<sup>st</sup>.
- Section 2 Invoices for dues will be mailed to all members by December 1<sup>st</sup>.
- Section 3 Dues amounts will be determined annually by the Board of Directors.
- Section 4 Dues paid by a facility are transferable by contacting the Membership Chairperson.
- Section 5 Dues are not transferable between facilities.
- Section 6 Dues may not be prorated.
- Section 7 Dues will not be required of non-members attending a meeting as a guest. However, guest will be required to pay the published registration fee for the meeting attended. Reservations for guest are the responsibilities of the member.
- Section 8 Dues paid are non-refundable.

## **ARTICLE VI ASSOCIATION OFFICERS**

- Section 1 Officers of the Association shall consist of the following positions:
- (A) President - elected
  - (B) Immediate Past President (Parliamentarian)
  - (C) Vice-President (Education Chair) - elected
  - (D) Secretary - elected
  - (E) Treasurer - elected
  - (F) Membership Chairperson – appointed
  - (G) Website Editor - appointed
  - (H) Business Partner Member Advisor - elected
  - (I) Business Partner Liaison – appointed
- Section 2 The Board of Directors of the Association will be made up of all of the officers as outlined in Section 1, Article VI.
- Section 3 Officers shall serve for a term of up to two years beginning their term at the close of the Annual Meeting otherwise known as the Annual Institute.

Section 4 Elected officers may not serve more than two (2) consecutive terms in the same office.

Section 5 Should an officer or the Association not uphold his/her responsibilities as outlined in Article VII Duties of Officers, by majority vote of the Board of Directors that officer may be asked to resign their position.

Section 6 Should an officer of the Association not conduct themselves in an appropriate manner as outlined in the code of ethics, by a majority vote of the Board of Directors he/she will be asked to resign their position.

### **ARTICLE VII NOMINATING COMMITTEE**

Section 1 A Nominating Committee made up of five (5) members shall be elected by the general membership during the Annual Meeting. The Nominating Committee will elect a chairperson from one of its members.

Section 2 The Nominating Committee will present a proposed slate of officers at the Annual Meeting. The slate must contain at least one name for each open office. More than one name may be recommended for a particular office.

Section 3 Consents to serve must be obtained by chair of nominating committee in writing from each candidate prior to the annual election.

Section 4 Additional nominations may be made from the floor. The nominee must consent to serve – if elected.

Section 5 The Nominating Committee Chairperson will preside over the nomination and election process.

Section 6 Election of officers will be voice/hand vote unless more than one nominee is proposed for one office. In this case, voting will be closed ballot.

Section 7 Nominees will not be present during voting.

## **ARTICLE VIII DUTIES OF OFFICERS**

### **Section 1 President**

The President shall be responsible for conducting the business of the Association and shall preside at all meetings and shall be an ex official member on all committees. He or she will appoint al committee chairman with approval of the Board of Directors, and shall appoint all Ad Hoc committees. The President shall make interim appointments to fill officer positions. The President is chairman of the Board of Directors.

### **Section 2 Vice President**

In the absence of the President or in the event of his/her inability or refusal to act, the Vice President shall have all the powers of and be subject to all the restrictions upon the President. The Vice President will automatically become President if that office is vacated. The Vice President will be Chairman of the Education Committee and serve as Educational Conference Coordinator.

### **Section 3 Secretary**

The Secretary shall keep minutes of meetings and carry out other duties as delegated by resolution of the Board. The Secretary will insure that original minutes are maintained of all meetings of the Association and Board of Directors meetings. Minutes will be maintained for orderly review by the Association's CPA's. Copies of meeting minutes will be provided to all members of the Board of Directors. At the expiration of his/her term of office, the Secretary shall deliver to the newly appointed Secretary all books, and Association property in his/her possession at the annual conference.

### **Section 4 Treasurer**

The Treasre shall keep an account of all receipts and disbursements of Association funds. Expenditures will be approved by the President; the Treasurer will work closely with the Vice President regarding upcoming project costs. Association books will be audited annually. Records of all Treasury transactions shall be subject to inspection and control of the Board of Directors. At the expiration of his/her term of office, the Treasurer shall deliver to the newly appointed Treasurer all books, monies, outstanding receipts & disbursements and Association property in his/her possession.



#### Section 5 Membership Chairperson

The Membership Chairperson shall receive all membership dues along with the applications and forward dues along with the applications and forward dues to the Treasurer. The Membership Chairperson shall maintain up-to-date membership roster. They will also be responsible for promoting of SCAHAM membership and all membership activities and shall bill all members for renewal dues.

#### Section 6 Immediate Past President

The Immediate Past President will serve as Parliamentarian a will advise the presiding officer of parliamentary procedures. The Roberts Rules of order will govern the conduct of meetings and elections. The Immediate Past President will be Chairperson of the Bylaws Committee and shall be responsible for annual review of the Bylaws, Constitution, and Code of Ethics of the Association. In the absence of an immediate Past President, the President will assume these responsibilities.

#### Section 7 Editor/Historian

The Editor/Historian will serve as Editor and Publisher of the Association Newsletter. The Newsletter will be primarily used to disseminate information, and provide written articles of valuable information in the Admissions/Registration profession. The Editor/Historian will publish three newsletters per year but not less than two. The Editor/Historian will maintain a scrapbook of Association history.

#### Section 8 Corporate Member Advisor

The Corporate Member Advisor will serve in an advisory capacity. He/She will be a voting member of the Board of Directors. He/She will represent Corporate Members regarding dissemination of information relative to their group and representation on issues of importance.

### **ARTICLE IX MEETINGS AND QUORUMS**

Section 1 Regular meetings shall be held three times annually with the first meeting to be held in the fall and designated as the Annual Institute and Business Meeting.

Section 2 The privilege of holding office, making a motion, debating, and voting shall be limited to active members of this organization in good standing.

Section 3 Two-thirds of the voting members present shall constitute a quorum.

## **ARTICLE X AMENDMENTS TO THE BYLAWS**

The bylaws may be amended at the Annual Meeting by a two-thirds majority of voting members present. Any proposed amendments to Bylaws must be presented to the membership, in writing, at least thirty (30) days in advance of the Annual Meeting for member review.

## **ARTICLE IX AFFILIATIONS**

The South Carolina Association of Healthcare Access Management membership and its' Board of Directors have approved its' affiliation with the National Association of Healthcare Access Management otherwise referred to as NAHAM.

SCAHAM will:

- Comply with affiliate rules and communications as outlined on the NAHAM web site and as outlined in NAHAM's "Affiliate Association Handbook"
- Provide NAHAM with a current copy of by-laws and constitution.
- Provide the appropriate NAHAM Regional Delegate with information regarding upcoming meetings and educational events.
- Utilize NAHAM's process for awarding CEU's.