

## BYLAWS

### KANSAS ASSOCIATION OF HEALTHCARE PATIENT ACCESS AND ACCOUNTS MANAGER

- I NAME. The name of this organization shall be the Kansas Association of Healthcare Patient Access and Accounts Managers.
- II AFFILIATION. This Association shall be affiliated with the Kansas Hospital Association.
- III OBJECTIVES. The objectives and the purpose of the Association shall be:
  - A. To advance the development of effective patient access management, patient accounts management and patient collection management.
  - B. To stimulate the exchange of information and to further the educational and personal development of its members.
  - C. To provide an education opportunity for the Patient Access and Patient Accounts Managers of Kansas healthcare organizations and to broaden and improve the capabilities of patient access and accounts personnel in the management of patient access and accounts.
  - D. This Association is organized exclusively for charitable and educational purposes, as a not-for-profit organization.
- IV MEMBERSHIP
  - A. Regular Member. A regular member shall be an individual employed by a Kansas healthcare facility and involved in patient access or processing patient accounts. Regular members shall have voting rights, serve on the Board of Directors and be appointed to various committees.
  - B. Associate Member. Associate memberships are available for individuals or firms indirectly involved in the healthcare industry. Associate members shall have no voting privileges and shall not serve on the Board of Directors. However, the Board of Directors can appoint an associate member to serve on advisory committees. Solicitation will only be allowed as determined by board.
- V MEETINGS. This Association shall hold the following meetings:
  - A. There shall be two KAHPAM meetings per year. KAHPAM may hold a joint meeting with the Sunflower Chapter of HFMA. The meetings may be held at any location at the discretion of the Board of Directors.
  - B. The annual meeting will be the last meeting of the year.
- VI OFFICERS AND DIRECTORS.

- A. The Officers shall be President, President-Elect and Immediate Past President.
- B. In addition, there shall be six elected Directors. A member of the Kansas Hospital Association's staff shall attend all of the Directors' meetings.
- C. A Secretary and a Treasurer shall be appointed from the Directors by the President for a term of one (1) year with the approval by the Board of Directors. These positions may be reappointed annually up to the end of their term.
- D. Duties of the President. The president shall be the Chief Executive Officer of the Association. He or she shall preside at the meetings of the Association and shall serve as Chairperson.
- E. Duties of the President-Elect. The President-Elect shall, in the absence of, or because of the incapacity of the President, perform all the duties and assume all responsibilities of the President. He or she shall ascend to the presidency.
- F. Duties of the Board of Directors. The Board of Directors shall have authority to make policy decisions for the Association; to establish the rules and procedures for the Board of Directors and for the Association; to approve, modify, or disapprove reports, resolutions, or actions of Officers or committees of the Association.
- G. Duties of the Secretary. The Secretary shall record the proceedings and prepare minutes of the Association, which shall be available to the members for inspection. He or she shall perform such other duties as may be necessary to coordinate and advance the Association's objectives.
- H. Duties of the Treasurer. The Treasurer shall maintain the financial records of the Association and pay all bills authorized by the Board of Directors. Financial reports shall be submitted to the Board of Directors at each meeting.

## VII ELECTIONS

- A. A President-Elect shall be elected at each annual meeting by the recommendations of the Nominating Committee and by a majority vote of the members present at the meeting.
- B. Directors shall be elected for a term of three years and eligible for re-election for one additional term. After one year off the board the member may be eligible to serve again.
- C. The President shall fill vacancies on the board by appointment, subject to approval by the Board of Directors. Appointed board members shall serve the remaining term of that appointment and are eligible for election/re-election for two additional terms. Should any Officer or Director fail to attend two consecutive meetings, without notification, his or her office shall be declared vacant.
- D. A special election shall be called by the Board of Directors to fill a vacancy in the office of President-Elect. This special election may be conducted by electronic ballot.

- E. If the President position becomes vacant, the President-Elect shall fill the vacancy.

VIII COMMITTEES. The President shall appoint the following Standing Committees:

- A. The Nominating Committee consisting of the Immediate Past President, President Elect and the current President. President may appoint a Nominating Committee from the membership if the need arises.
- B. Program Committees. The Chairperson shall be appointed by the President with the remaining members to be selected by the Chairperson.
- C. Special committees may be appointed by the President, with the approval of the Board of Directors.

IX DUES

- A. The annual dues for the regular and associate membership of this Association shall be established by the Board of Directors.
- B. The fiscal year of this Association shall be the calendar year.

X VOTING

- A. Members of the Association shall have the privileges of voting with the exception of associate memberships.
- B. The deliberations of the Association shall be governed in its parliamentary procedure by Robert's Rules of Order.
- C. Voting at the annual meeting shall be only by those present.

XI CHANGES IN BYLAWS The Bylaws of the Association may be altered, amended or repealed and new Bylaws may be adopted by a majority vote of the members voting at the annual meeting or a special meeting called for that purpose. Ten days written notice must be sent to all current members in the case of a special meeting for Bylaw changes. This written notice must include proposed Bylaw changes. Amendments to the Bylaws shall become effective immediately, unless otherwise provided in the text to the amendment.

Revised 1/18/83  
Revised 7/22/91  
Revised 7/24/95  
Revised 9/28/95  
Revised 8/18/98  
Revised 09/21/05  
Revised 05/07/10  
Revised 9/17/10  
Revised 9/14/12  
Revised 10/4/18