

**BYLAWS OF THE
ARKANSAS ASSOCIATION OF HEALTHCARE
ACCESS MANAGEMENT**

**Article I
MEMBERSHIP, ADMISSION, RESIGNATION AND EXPULSION**

Section 1.

There shall be 2 categories of membership in the Association: Active Membership & Business Partner Membership.

- A. Active Membership: Persons having responsibility for managing, training or consulting within the healthcare access continuum and other healthcare professionals interested in patient access services. These members are entitled to one (1) vote, serve as a member of a committee and hold office in accordance with these Bylaws.
- B. Business Partner Membership: Individuals working with business that serve the healthcare industry with particular relevance to patient access services. These members are not allowed to vote or hold office, but may serve as committee members.

Section 2.

Active, and Business Partner Membership shall become effective upon receipt of the specified dues and upon approval of the completed application form. Renewal of membership requires meeting current membership, qualifications and payment of annual dues.

Section 3.

There shall be no proxy voting on matters to be voted upon by the membership.

Section 4.

Any member in good standing may resign by submitting his/her resignation in writing to the Secretary/Treasurer. Dues will not be refunded under these circumstances.

**Article II
MEMBERSHIP DUES**

Section 1.

The annual dues for the forthcoming calendar year shall be determined by active members.

Section 2. All membership dues are due January of the new year and may be mailed to the Secretary/Treasurer.

Article III
MEETINGS OF THE ASSOCIATION

Section 1.

Regular meetings of the Association shall be held each year at a site determined by active members.

Section 2.

Special meetings of the Association may be called at any time by the President. However, by written request of a majority of members, the President, or in his/her absence, the Vice President or Secretary/Treasurer may call a special meeting. Ten (10) days notice of any special meeting must be given to the members of the Association, and the notice must state the subject of the meeting.

Article IV
OFFICERS

Section 1.

The officers of the Association shall be President, Vice President and Secretary/Treasurer.

Section 2.

The President's, Vice President's and Secretary/Treasurer's term of office will be for a period of two consecutive (2) years. An Officer shall not be elected to the same position longer than four (4) consecutive years.

Section 3.

After two (2) years the Vice President shall automatically succeed to the Presidency. The Secretary/Treasurer shall automatically succeed to the Vice Presidency and the Secretary/Treasurer shall be elected by written ballot. Election should be determined by the majority vote cast by active members. Any Active Members may suggest nominees to the Secretary. If the Vice President is required to assume the position of President due to any circumstances other than the usual succession to office, the vacancy in the office of Vice President will be filled by a special election in the manner consistent with these Bylaws.

Section 4.

The officers of the Association and their respective duties are as follows:

- A. **President.** The President shall be responsible for conducting the business of the Association and shall preside at the approval of the Current Officers, shall appoint all Ad Hoc committees, and in general shall perform all duties incidental to the office of President. The President shall make interim appointments to fill vacancies of office when no other specific procedure is provided by the Bylaws. The President shall be Chair of any Executive Committees.
- B. **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 of the powers of, and be subject to, all the restrictions upon the President. When a vacancy occurs in the office of President, the Vice President will automatically become President. The Vice President shall perform such duties as may be assigned to him/her by the President.
- C. **Secretary/Treasurer.** The Secretary/Treasurer shall keep minutes of meetings, carry out all orders, votes and resolutions of the Association and shall perform such other duties as are incidental to the office of Secretary/Treasurer. He/she shall ascertain that records are maintained for all meetings of the Association. He/she shall maintain the Association Membership, Constitution and Bylaws. The Secretary/Treasurer shall also supervise the nominating process of officers. The Secretary/Treasurer shall keep an account of all monies received by and expended on behalf of the Association, subject to the approval of the President, in accordance with the budget adopted by the Association. The Secretary/Treasurer shall review Association expenditures and financial status on a regular basis to ensure overall fiscal integrity and shall be in charge of the annual budgetary process. A regular report shall be submitted to the Association by the Secretary/Treasurer. Association funds, property, books and vouchers in the hands of the Secretary/Treasurer shall be subject to the inspection and control of the Association at any time. At the expiration of his/her term of office, the Secretary/Treasurer shall deliver to the President all Association books, monies and other property in his/her possession within thirty (30) days.