

Massachusetts Association of Patient Account Management Constitution and By-Laws

For the purpose of identification and brevity, the Massachusetts Association of Patient Account Management will be referred to as “the Association” or “MAPAM”

CONSTITUTION

ARTICLE I NAME

The name of the organization shall be the Massachusetts Association of Patient Account Management.

ARTICLE II PURPOSE AND OBJECTIVES

The purpose of the Association shall be to:

- a. Promote and encourage the recognition of Patient Account Management as an integral part of the financial management function in healthcare providers and other organizations.
- b. Encourage the implementation of effective and efficient business and receivables management policies and procedures in all types of healthcare organizations.
- c. Stimulate and encourage the exchange of information among members.
- d. Develop and encourage the implementation of programs for the purpose of furthering the knowledge, skills and performance of Revenue Cycle professionals in the healthcare industry.
- e. Develop and implement such programs as may add to the knowledge and encourage the development of persons new to the hospital and other healthcare facilities.
- f. Interact with other healthcare organizations, institutions and other related agencies.

ARTICLE III MEMBERSHIP

There are three categories of membership to MAPAM: Healthcare provider, Non-Healthcare provider and Honorary member.

- a. A Healthcare provider is an individual employed by a hospital or related healthcare facility, who is concerned with or involved in Revenue Cycle Management.
- b. A Non-Healthcare provider is an individual who is employed by a firm, agency, institution or other organization that is not a Healthcare provider but also involved in Revenue Cycle Management.
- c. An Honorary member is an individual appointed by a vote of the Board of Directors. These members are except from the collection of dues.
- d. The Executive Committee shall have the final authority to determine the eligibility of any and all members
- e. All membership shall be on an individual basis and is not transferable. A member who changes his/her place of employment shall retain membership for the period for which dues have been paid.

ARTICLE IV MANAGEMENT

Section 1: The affairs of the Association are to be directed by the Board of Directors.

Section 2: The Board of Directors consists of the Elected Officers, the appointed Directors and the immediate Past President

Section 3: The power and duties of the Board of Directors are defined by the By-Laws.

BY-LAWS

ARTICLE I GOVERNING RULES

The By-Laws of the Association shall be its governing laws subject to the Constitution.

ARTICLE II AMENDMENTS

The Constitution and By-Laws of the Association may be amended, repealed or added to in the following manner.

- a. Any member of MAPAM may propose a change to the Constitution; it shall be done in writing or electronically and shall be submitted to any Elected Officer for consideration by the Board. The member who proposed the change will be notified of decision by the Board.
- b. Members shall be notified of any proposed change or changes in the By-Laws and Constitution 10 business days prior to a scheduled meeting if amendments or changes are to be voted on.
- c. Notification shall be in writing or electronically and shall inform voting members of the Article(s) to be changed
- d. The Article(s) to be changed shall be provided to the membership in writing or electronically in both the present form and in the proposed form.
- e. Amendments, repeals, or additions shall be voted upon only during regular or special meetings of the Association, provided there is a quorum present as defined by the By-Laws.
- f. The Constitution and By-Laws of MAPAM may be changed, amended or repealed by a majority of the members voting at any regular monthly meeting or during any special meeting called for that purpose.
- g. Votes not submitted for Constitution or By-Laws changes will be acknowledged with the majority.

ARTICLE III MEMBERSHIP

Section 1: Subject to the provisions of the Constitution, By-Laws and recommendations of the Board of Directors, any person may become a member of MAPAM.

Section 2: Applications for membership shall be made electronically via the organization's website at www.mapam.org or otherwise contact the Membership Director.

ARTICLE IV ANNUAL DUES

- a. Annual Dues for the forthcoming year shall be established by and voted upon by the Board of Directors.
- b. The membership runs from January 1 to December 31.
- c. New members joining in or after September of the membership year will be granted membership for the next calendar year.
- d. Membership must be renewed annually via website or a member may electronically contact the MAPAM Treasurer.
- e. If the member has not paid his/her dues by the beginning of the calendar year, member meeting rates will be considered at the non-member rate.
- f. Annual Dues shall be returned to individuals whose applications for membership have been denied by the Board of Directors.

ARTICLE V VOTING

Section 1: Elections

The elected executive officers shall be elected by a majority of members eligible to vote at the Association's annual meeting.

Section 2: Eligibility

Members shall have the right to vote. Proxy voting shall be permitted in writing or electronically on forms provided by the Nomination Committee. The Corresponding Secretary must email the proxy ballots 10 business days prior to the scheduled election date.

Section 3: Proxy Votes

Votes shall be sent to the Chairperson of the Nominating Committee via regular mail or electronically. The Chairperson will keep the ballots confidential until the election date.

On the day of the election, the Chairperson of the Nominating Committee will bring the proxy votes to the meeting where the vote is to be held to be used in the event of a tie.

In order to be recorded, Proxy votes must be returned to the Chairperson of the Nominating Committee one week prior to said vote.

Section 4: Majority

On all matters except as otherwise specified in this Constitution and By-Laws a simple majority is required for settlement.

ARTICLE VI MEETINGS

Section 1: An annual meeting of the Association shall be held annually for the purpose of elections prior to the beginning of the next business year which commences on July 1.

Section 2: Meetings of the Association will be held at least five times a year unless changed in writing by the Board of Directors with a notice to the membership at least 10 business days prior to the scheduled date.

Section 3: Special meetings of the Association can be called either by the President or a majority of the Board of Directors with 10 business days notice to the membership.

Section 4: A majority of the Board of Directors shall constitute a quorum for a meeting of said Board.

ARTICLE VII EXECUTIVE COMMITTEE

The Executive Committee shall consist of the elective officers of the Association and the Past President

- a. There shall be five (5) elective officers. There shall be a President, Vice President, a Recording Secretary, a Correspondence Secretary, a Treasurer plus the Past President.
- b. The Executive Committee shall be elected yearly at the annual meeting of the Association with the exception of the Past President.

ARTICLE VIII DUTIES OF THE EXECUTIVE COMMITTEE

Section 1: President – Shall preside at all general membership meetings of the Association and all meetings of the Board of Directors. He/She shall also preside as the Chairperson of the Executive Committee. The President shall consult with the Board of Directors and keep them informed of all programs and activities in order that said programs and activities will be well coordinated. The President shall strive during his/her term of office to guide the Association so as to meet the objectives outlined in the Association's Constitution.

Section 2: Vice President – shall perform all the duties of the President in his/her absence. The Vice President will chair the Program Committee. He/She will be responsible for coordinating meeting space. The Vice President will co-chair the annual Healthcare Conference. He/She will ensure high quality content in each monthly agenda and timely dissemination of meeting notices. The Vice President or his/her designee will mentor newly appointed members on their first meeting.

Section 3: Recording Secretary shall perform those duties assigned by the President; including keeping minutes at Board of Directors and Executive Committee meetings. The Recording Secretary will forward such minutes to the Board of Directors within 10 business day of said meeting.

Section 4: Correspondence Secretary – shall perform those duties assigned by the President to include being responsible for distribution of all notices and other mailings. He/She will fill in for the Recording Secretary.

Section 5: Treasurer – shall be responsible for all monies of the Association and for authorized disbursement of these monies. The Treasurer shall receive and acknowledge all monies due and payable to the Association. The Treasurer shall deposit all monies in an account authorized by the President, in the name of the Association. The President and Board of Directors shall determine the amount of funds to be disbursed without prior authorization of the President and inform the Treasurer. The Treasurer shall be responsible for filing of the necessary tax returns and documents including but not limited to the filing of the Annual Report.

ARTICLE IX BOARD OF DIRECTORS

Section 1: The Board of Directors shall consist of five (5) elected officers, the immediate Past President, plus eight (8) other Directors. All members are eligible to serve as officers but Non Healthcare Providers shall consist of not more than 50% of the executive board. There shall be eight (8) non-elected Directors appointed by the President and approved by the Executive Committee. Non Healthcare Providers shall also consist of not more than 50% of the non-elected Directors.

Section 2: It shall be the duty of each Board member to attend all regularly scheduled monthly meetings and each Board of Directors meeting.

Section 3: It shall be the duty of each Board member to promote and encourage an increase in membership and further the development of the Association.

ARTICLE X COMMITTEES

Section 1: There may be the following Standing Committees

- Nominating Committee
- Program Committee
- Scholarship Committee

Section 2: The Nominating Committee shall consist of three (3) members. The immediate Past President will act as Chairperson of the Nominating Committee. Past President will select 2 members not currently on the Board to be on the committee.

Section 3: The Program Committee shall be comprised of an odd number of members consisting of the Vice President and Board of Directors. The committee will assist the chairperson prepare the agenda for meetings.

Section 4: The Scholarship (Selection) Committee shall be comprised of an odd number of members consisting of Past Presidents and regular members appointed by the incumbent President. Past President will select 2 members not currently on the Board to be on the committee.

ARTICLE XII BOARD OFFICES

Section 1: There may be the following Board Offices

- Constitution & By-Laws and Audit
- Education
- Membership
- Public Relations

The Officers will be appointed by the President in conjunction with the Executive Committee.

Section 2: Special Board Offices may be created by the President from time to time as needed to ensure the effective operation of the Association.

Section 3: There shall be a Certification Office which will be held by an Association-certified member whenever possible.

ARTICLE XIII DUTIES OF BOARD OFFICERS

The duties of the Board Officers include but are not limited to the following:

Section 1: The Constitution & By-Laws and Audit Officer shall familiarize himself/herself with this document and advise the Board of any discrepancies with proposed actions. He/she will also follow the procedure outlined in the By-Laws and Constitution to amend, repeal, or add to the By-Laws or Constitution.

The Officer will also be responsible for auditing the books of the Association twice a year (June and January) and submit a written certification of the audit to the President.

Section 2: The Education Officer shall be responsible for the educational needs of the Association. He/she shall coordinate at least one education session per Board year. The Officer will work with the Certification Officer to provide an education session when needed.

Section 3: The Membership Officer shall be responsible for implementing strategies surrounding recruitment of prospective candidates. The Officer will aide the Corresponding Secretary in their duties.

Section 4: The Public Relations Officer will be responsible for the quarterly preparation and disbursement of the Association's Newsletter and annual healthcare conference program.

Section 5: Certification Officer will ensure that a certification examination is made available based on member preference.

TERM OF OFFICE

The term of office for elected officers and the members of the Board of Directors shall be for one (1) year. It shall start on July 1st and cease June 30th. A member of the Board of Directors shall remain in office unless they cease to qualify for said office.

Section 1: An officer or director may serve for more than one (1) term but not more than two (2) consecutive terms in the same office.

Section 2: If any member of the Board of Directors fails to carry out their assigned duties, they may be replaced by the President if such appointment is approved by the Executive Committee.

Section 3: If any member of the Executive Committee shall for any reason vacate his/her position, the President shall appoint a replacement to fill the unexpired term, with the approval of the remaining Executive Committee

ARTICLE XIII HONORARY MEMBERSHIP

The Association has established an Honorary Membership category to recognize individuals who have made long-standing contributions to the Association and/or the field of Revenue Cycle Management. To qualify the following criteria must be met:

- 1) The candidate has retired from active employment.
- 2) The candidate maintained full membership status in the Association for a minimum of three years immediately preceding retirement.
- 3) The Honorary Membership designee must be approved by the Board of Directors.
- 4) The candidate will not have voting privileges.
- 5) Status will revert to regular active membership if retiree resumes employment in the Revenue Cycle Management field
- 6) The Honorary Member will not pay annual dues or meeting fees.
- 7) The Honorary Member will be placed on the member mailing list.