

Constitution

Greater Florida Buccaneer Chapter

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 GREATER FLORIDA BUCCANEER 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 healthcare 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 healthcare receivable management.
- E. Develop educational programs to further the knowledge of persons new to healthcare receivable.
- F. Establish 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 Greater Florida Buccaneer 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 Greater Florida Buccaneer 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 employed in the field of patient /clinic or practice accounting, or does business with those involved in clinic/patient/practice accounting, 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 it's meetings. The

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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 governing body of the organization and will conduct the business of the chapter. The board will consist of 12 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.

ARTICLE VI – QUORUMS

51% or seven (7), of the elected 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.

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.

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ARTICLE I – MEMBERSHIP

Anyone who has an interest in patient/clinic/practice financial management 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 on voting in any capacity, under all circumstances. They are not entitled to benefits supplied by the National Office.

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 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

51%, or more, of those responding, in person or by mail, 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 vacant seats on the Board of Directors. The committee will present the candidates and their qualifications/interests to the general membership. The committee will prepare numerically controlled ballots, mail 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.

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The board of directors is composed of 12 elected director positions. Each year six (6) directors will remain in office and six (6) positions will be vacated to cause the election of six (6) new directors 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 six (6) newly elected directors and the six (6) directors remaining in office for an additional year will meet and elect the President, Vice-President, Secretary & Treasurer. These Officers may hold office for only one year but may be elected for a second consecutive term in the same office. Directors may hold any office within the chapter.

The honorary title of "Chairman of the Board" will be granted to the out-going President of the board. 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.

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. S/he will schedule and conduct as many meetings as may be necessary to conduct the business of the organization. S/he will provide leadership and recommend policy. S/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. S/he will strive to lead the chapter to accomplish the objective set forth in the constitution and as presented in the Chapter Excellence Applications.

Vice-President

The Vice-President will perform the duties of the President, in the absence of the President. S/he will also serve as the chairman of the education committee and will guide the educational programs in their development & presentation. S/he will report those activities to the board. The Vice-President will serve in other areas determined by the board.

Secretary

The Secretary will perform the duties of the President & the Vice President in their absence. S/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.

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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. S/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.

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

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 it's 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, using a telephone network, 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.

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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.

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 it's auspices. The funds raised go directly to the respective charities, on behalf of the membership.

Historian

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.

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 magazine, newsletter and membership directory. The committee is chaired by the editors.

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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.

ARTICLE VI – 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 VII –

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