



**THE PENNSYLVANIA KEYSTONE CHAPTER OF
AMERICAN ASSOCIATION OF HEALTHCARE ADMINISTRATIVE MANAGEMENT
CONSTITUTION AND BYLAWS**

Approved July 14, 2004
Revised August 2008
Revised June 2011
Revised November 2015
Revised March 2019
Revised December 2021

BYLAWS

BY-LAWS – POLICY STATEMENT	REGULATIONS – PROCEDURES
ARTICLE I – MEMBERSHIP	
A. Application for membership shall be in writing.	1) All new members must complete a membership application. 2) New National and/or local applications and dues may be mailed to the Pennsylvania Keystone Chapter Treasurer or a designee for processing. A completed application form must accompany the member’s dues payment.
B. The Executive Committee shall have the final authority to determine the eligibility for membership.	1) Eligibility for membership shall be consistent with the ethical standards and requirements of the American Association of Healthcare Administrative Management (National).
C. Membership shall not be transferable from individual to individual.	1) A member who changes employment shall continue membership during the remainder of the year for which dues have been paid.
D. The status of Life Member may be conferred upon individuals by the Board of Directors to recognize their outstanding contributions and meritorious service to the Pennsylvania Keystone Chapter. All persons so designated prior to the adoption of these bylaws shall have such Life Membership continued.	1) Life members shall be exempt from Chapter dues. 2) Keystone Past Presidents are automatically Considered life members of the Chapter and are exempt from Chapter dues. 3) Retired members will have their local dues waived.

<p>SECTION 1: NATIONAL MEMBERS A National member shall be an individual associated with health care administrative service.</p> <p>SECTION 2: ASSOCIATE MEMBERS Associate Membership provides for local chapter membership and a limited affiliation with the National Organization.</p> <p>SECTION 3: STUDENT MEMBERSHIP A Student Member shall be an individual who, at the time of applying for membership and at all times during his or her student membership period, meets the qualifications of his or her learning institution for full time student status, but in no case shall he or she carry less than the yearly equivalent of twelve (12) credits or units.</p>	<p>1) National members are entitled to all full member benefits and services provided by the National organization.</p> <p>National members retired from health care, are entitled to full National member benefits except for voting privileges.</p> <p>2) All local members in good standing of a chartered AAHAM Chapter automatically become Associate Members.</p> <p>Associate members are ineligible for any of the benefits or services entitled to National members.</p> <p>3) Proof of credit hours is required before Student Member status will be granted.</p> <p>Student members are entitled to all the benefits of a National member, with the exception of voting, Professional certification (CRCE, CRCP, CRIP), serving as a proxy for a chapter president at any National Board meeting, and member scholarship program.</p>
<p>ARTICLE II - DUES AND FEES</p>	
<p>A. Annual membership dues shall be for a calendar year, beginning January 1.</p>	<p>1) The amount of Pennsylvania Keystone Chapter Annual Dues shall be established by the Board of Directors and shall not be prorated.</p> <p>2) Keystone Past Presidents are automatically Considered life members of the Chapter and are exempt from Chapter dues.</p> <p>3) Retired members will have their local dues waived.</p>
<p>B. The Pennsylvania Keystone Board of Directors may impose an application fee for membership.</p>	<p>1) If the Board of Directors imposes an application fee, the fee must accompany the initial application for membership. Any application fee imposed will be subject to annual review and possible adjustment by the Board of Directors.</p>
<p>C. If an applicant is not accepted and he or she has submitted dues, the said dues shall be refunded.</p>	
<p>D. If any dues remain unpaid after final notice has been made, membership will be terminated as well as all privileges of membership.</p>	<p>1) Dues must be paid no later than March 1 of the calendar year in order to retain a continuous membership status.</p>
<p>E. Dues shall be paid to and received by the Pennsylvania Keystone Chapter Treasurer or designee.</p>	

<p>F. New applications for membership, accompanied by the proper amount of dues, received after the first day of the last quarter shall constitute payment for the remaining portion of the membership year and for the following membership year</p>	
<p>ARTICLE III – VOTING</p>	
<p>Section 1 – Eligibility</p>	
<p>A. All members in good standing shall have the right to vote.</p>	<p>1) A new local-only member shall have the right to vote on local issues during the remainder of the first year of membership, as long as ballots are mailed no earlier than the beginning of the month after membership begins.</p> <p>2) Retired members will not be allowed voting privileges.</p>
<p>B. Proxy voting may not be used for issues voted upon by the general membership.</p>	<p>1) Presently, issues voted on by the general membership are elections, and Constitution and Bylaw revisions.</p>
<p>Section 2 - Mail Votes for Elections</p>	
<p>A. Notice of the mailing of ballots to the membership shall be published in the official publication of the Pennsylvania Keystone Chapter not more than sixty (60) days and not less than thirty (30) days prior to the mailing of the ballots.</p>	<p>1) Other methods of notifying the membership of the mailing of ballots may be used if it is not feasible to use the official publication of the Pennsylvania Keystone Chapter, as long as such other methods are reasonably designed to inform the membership.</p>
<p>B. Votes shall be cast by mail only on an official ballot.</p>	<p>1) Mail shall be defined as postal or electronic communications (which shall include fax).</p> <p>2) A system of mailing the ballots and receiving the mail votes shall be designated to maintain the security and secrecy of the ballots and votes.</p> <p>3) Ballots must be mailed at least thirty (30) days prior to the meeting. To be counted, they must be returned at least ten (10) days prior to the meeting at which such vote is to be counted.</p> <p>4) Mail votes shall be kept for a minimum of thirty (30) days after the results are announced in case recounts are required or other questions are raised.</p>
<p>Section 3 – Majority</p>	
<p>A. All matters except as otherwise specified in this Constitution and Bylaws shall require a simple majority of those voting.</p>	<p>1) Candidates not attaining a simple majority are subject to a run-off election held between the two receiving the highest number of votes.</p>

Section 4 - Voting on Changes to Constitution and Bylaws	
A. Proposed changes to the Constitution and Bylaws will be presented for voting to members at a scheduled educational program.	1) Voting will occur during the business meeting of the educational program.
Section 5 - Voting Privileges (National)	
A. Any National issues requiring a membership vote may only be made by those holding National membership.	<p>1) For National issues, National member must be a member of the chapter; may hold any office including President; may serve on or chair any committee; and has all Chapter and National voting privileges.</p> <p>2) For Chapter issues, Chapter member may be a member of the Local Chapter only; may serve on or chair any committee; and has Chapter-related (Local) voting privileges.</p> <p>3) Local-only members shall not have voting privileges in the election of Chapter Officers. Chapter Officers may have a dual role on the National Board, and local-only members do not have voting privileges on National issues. (Per National Bylaws)</p> <p>4) Retired members will not be allowed voting privileges.</p>
ARTICLE IV – MEETINGS	
Section 1 – General Meetings	
A. The Pennsylvania Keystone Chapter will conduct meetings periodically throughout the course of the calendar year to fulfill the purpose and objectives as outlined in the Constitution.	<p>1) Meeting notices shall be given by the Vice President or designee at least 21 days prior to the meeting. Notice shall be made in writing.</p> <p>2) The Vice President or designee shall designate the site of the meetings. The meeting place shall be within Pennsylvania. There shall be no quorum required to convene a meeting of the members.</p>
Section 2 - Annual Meetings	
<p>A. The first meeting in the calendar year following an election, shall be considered the annual meeting.</p> <p>B. Results of the election of officers shall be announced at the Annual Meeting following the election.</p>	1) Notice of the annual meeting shall be given by the President or designee at least thirty (30) days prior to the scheduled date. Notice shall be made in writing.

Section 3 – Board Meetings	
A. Board meetings will be called by the President or a majority of the Board of Directors	1) Notice of board meetings shall be communicated to all board members
Section 4 – Meeting Place	
A. The Board of Directors will designate the site and or forum of any board meeting. Meeting of the organization, membership, board or committees may be held by electronic media transmission.	1) The place and or forum must be within the Commonwealth of Pennsylvania 2) Voting during a Board meeting held by electronic media transmission shall follow the same format as allowed under Article III Voting by postal or electronic mail format.
ARTICLE V - EXECUTIVE COMMITTEE	
Section 1 - Composition of the Executive Committee	
A. The Executive Committee shall consist of the officers of the Board of Directors and the Chair of the Board of Directors.	1) During his/her term or appointment, no Executive Board member or Committee Chair Shall serve on the board of any other national healthcare administrative services association.
Section 2 – Officers	
A. There shall be four (4) officers of the Pennsylvania Keystone Chapter. They shall be President, Vice President, Secretary and Treasurer.	
ARTICLE VI - POWERS AND DUTIES OF THE EXECUTIVE COMMITTEE AND THE BOARD OF DIRECTORS	
Section 1 – Officers	
A. The Nominating Committee shall propose the officers of the Pennsylvania Keystone Chapter. The election of a President, Vice President, Secretary and Treasurer shall be determined by a majority of the votes cast for each office. Any National member in good standing shall be eligible to Hold an Officer position.	1) Newly elected officers shall be installed and announced at the December educational program, also known as the Annual Meeting.
B. National members, who are associated with health care administrative services organizations are eligible to run for office, provided they meet the	

<p>respective officer qualifications.</p> <p><u>President:</u> Shall preside at general membership meetings including the Annual Meeting and at meetings of the Executive Committee. The President shall review and decide appointments to all committees and be an ex-officio member of all committees, standing and special. The President shall execute policy and provide leadership to the Chapter. The President must hold certification as a Certified Revenue Cycle Executive (CRCE) or a Certified Revenue Cycle Professional (CRCP).</p> <p><u>Vice President:</u> Shall perform duties of the President in the President’s absence. The Vice President shall also be administratively responsible for all Chapter programs. The Vice President must hold certification as a Certified Revenue Cycle Executive (CRCE) or a Certified Revenue Cycle Professional (CRCP).</p> <p><u>Treasurer:</u> Shall be responsible for all monies of the Pennsylvania Keystone Chapter and for all income and disbursement of these monies due and payable to the Chapter. The Treasurer shall be bonded. He/she shall be responsible for financial reporting and for budget development.</p> <p><u>Secretary:</u> Shall keep, or cause to be kept, full minutes of all meetings of the Executive Committee and Board of Directors.</p>	<ol style="list-style-type: none"> 1) The President shall consult with the Executive Committee and with the Board of Directors and keep them fully informed so that the programs and activities of the Chapter may be coordinated and accomplished. The President shall strive during his/her term of office to guide the Chapter so as to meet the objectives outlined in the Chapter Constitution. 1) The Vice President shall perform such other duties as assigned by the President. 1) The Treasurer shall deposit all funds in an account in the name of the Pennsylvania Keystone Chapter in a depository approved by the Executive Committee. 2) The Treasurer may reimburse business expenses as authorized by the Executive Committee. 3) The Treasurer may reimburse approved expenses for the business of the Keystone Chapter, subject to the requirement of a second signature authorizing a cash disbursement greater than \$1,000. 4) A current financial statement shall be provided to the membership at least annually in the official publication of the Chapter. 5) The Treasurer shall perform such other duties as assigned by the President. 1) The Secretary shall perform such other duties as assigned by the President.
<p>Section 2 – Non-Elected Officers</p>	
<p>A. Past President: Will serve as Chair of the Board</p>	
<p>Section 3 – Terms of Office</p>	
<p>A. The term of office shall commence January 1. Each of the elected Officers shall be elected for and serve a term of two (2) years and may serve two (2)</p>	<ol style="list-style-type: none"> 1) An exception to the Board terms may be made by the Board of Directors in the event that no other candidates are available for office. The Nominating

<p>consecutive terms in the same office.</p> <p>B. Elected Board Positions: Two elected positions shall serve two-year terms to start January 1 and end December 31.</p> <p>C. Past President Positions: The past president position shall serve a two (2) year term as Board Chair starting at the end of their presidency.</p>	<p>Committee Chairperson shall make the appropriate recommendation to the Board of Directors.</p> <p>2) Once an elected member of the Executive Committee has assumed the office, they shall be allowed to complete the term of office despite a change in employment status or job responsibility.</p> <p>3) If any member of the Executive Committee becomes ineligible to hold office due to loss of CRCE or CRCP certification, such loss shall constitute a vacancy of that office.</p> <p>1) Two members of the Chapter will be elected by the membership to serve on the Board.</p>
<p>Section 4 – Vacancy in Office</p>	
<p>A. If an elected member of the Executive Committee, prior to assuming office, fails to meet the qualification necessary to hold that office, the office shall be declared as vacant.</p> <p>B. If any member of the Executive Committee is unable to perform the duties of his/her office, or engages in conduct that reflects negatively upon the National organization or Local Chapter, the office shall be declared as vacant.</p> <p>C. If a vacancy occurs in any elected office during the course of a calendar year, it shall be the responsibility of the remaining Executive Committee members to select an eligible member to complete the term of the vacant office except the office of President.</p> <p>D. If the office of President becomes vacant, the elected Vice-President shall immediately assume the office of President. It shall be the responsibility of the Executive Committee to select a Vice-President.</p> <p>E. If the offices of President and Vice-President become vacant simultaneously, the remaining Executive Board members may fill the vacancies as outlined above, or may exercise an option to call for a special election of those two offices.</p> <p>F. If a vacancy exists in the non-elected members of the Board of Directors, such a vacancy shall be filled at the discretion of the remaining board members. If the immediate Past President position becomes vacant,</p>	<p>1) If any member of the Executive Committee is adjudged to have violated the Code of Conduct promulgated by the National organization, or adjudged to have engaged in conduct detrimental to the National or Local organization, or if any member of the Executive Committee has two unexcused absences during his/her term, the office shall be declared vacant.</p> <p>2) The Board of Directors shall, by written vote of a majority, elect a successor to fill the unexpired term of office.</p> <p>3) If the Chair of the Board is removed from the Executive Committee, it shall also constitute removal from the Board of Directors.</p> <p>4) The Board of Directors shall elect, by mail or at a regular or special meeting of the board, an eligible member to fulfill the term of the vacated Executive Committee Office, unless otherwise provided for in the Bylaws.</p>

the remaining members of the Board of Directors shall appoint a Past President from the ranks of the remaining Past Presidents.	
ARTICLE VII – COMMITTEES	
Section 1 – Membership Committee	
A. It shall be the purpose of the Membership Committee to promote the increase of membership of the Chapter.	1) The Membership Committee shall consist of a Chair appointed by the President and additional members as deemed necessary by the President.
Section 2 – Certification Committee	
A. It shall be the purpose of the Certification Committee to promote the increase of certified members of the Chapter.	1) The Certification Committee shall consist of a Chair appointed by the President and additional members as deemed necessary by the President. 2) The Chair of the Certification Committee shall hold a Professional Certification (CRCE)
Section 3 – Education Committee	
A. It shall be the purpose of the Education Committee to plan and continue to improve the educational opportunities and programs provided to the Chapter.	1) The Education Committee shall consist of a Chair appointed by the President and additional members as deemed necessary by the President. 2) The Committee shall secure speakers and plan and coordinate educational sessions and webinars throughout the year.
Section 4 – Government Relations Committee	
A. It shall be the purpose of the Government Relations Committee to organize, plan and implement the AAHAM Mission through interaction with governmental departments, agencies, and divisions at the state level.	1) The Government Relations Committee shall consist of a Chair appointed by the President and additional members as deemed necessary by the President.
Section 5 – Other Committees and Assignments	
A. The President shall have the authority to appoint special committees relative to the objectives of the Chapter. B. The President shall obtain the services of an independent auditor to perform an audit of the financial records of the Chapter immediately following the close of the fiscal/calendar year.	1) The President shall have the authority to assign special tasks to members for appropriate study and action. 2) Subject to the Constitution & Bylaws, the President shall have the authority to make appointments to all other Committees. 3) The term of all committee memberships shall expire at the end of the Presidential term, or until their successors are appointed, whichever is later.

<p>ARTICLE VIII – AMENDMENTS</p>	
<p>A. The Bylaws of the Pennsylvania Keystone Chapter of The American Association of Healthcare Administrative Management may be amended, repealed or changed by proposal of any member. The proposal must be approved by majority vote of the Board of Directors and vote of two-thirds (2/3) of the voting membership.</p> <p>B. The Regulations of the Pennsylvania Keystone Chapter of The American Association of Healthcare Administrative Management may be amended, repealed or changed by proposal of any member. The proposal must be approved by majority vote of the Board of Directors and vote of two-thirds (2/3) of the voting membership.</p>	<ol style="list-style-type: none"> 1) Any proposal for change in the Bylaws or Regulations must be in writing and shall be submitted to the Board who shall place it on the agenda for the next scheduled Board meeting. 2) Notification of the Bylaw change shall be in writing and shall inform the members of the Article or Articles to be changed. 3) Voting on any Bylaw change shall be by mail ballot, email communication or a vote at any educational meeting of the membership. 4) The voting membership is defined to be the members voting on the proposal. 5) The Board of Directors shall be required to review and approve the Bylaws each two years, beginning in 2003.