

# **AAHAM BYLAWS**

## **Iowa Hawkeye Chapter**



## **PURPOSE**

The purpose of the American Association of Healthcare Administrative Management shall be to:

- Promote and encourage the recognition of patient account management as an integral part of the financial management in hospitals/clinics, and throughout the health care industry.
- Encourage the implementation of effective and efficient business and receivable management policies and procedures in all types of health care facilities.
- Stimulate and encourage the exchange of information among members and associates.
- Develop and implement such programs as may add to the knowledge and encourage the development to persons new to hospitals/clinics and other health care facilities.
- Establish standards of performance for persons who participate, or are involved in the patient account management of any health care facilities.
- Cooperate with other health care organizations, institutions, and other related agencies.

## **MEMBERSHIP BENEFITS**

- Organized group influence
- CRCE-I, CRCE-P, CRIP, CRCP-I, CRCP-P, CRCS-I, CRCS-P, CCT
- The Journal (National Publication)
- IOWA HAWKEYE HIGHLIGHTS (Chapter publication)
- Reduced workshop and meeting fees
- Statewide contact with Patient Account Personnel
- Shared interests, problems, and solutions
- Opportunities to exchange information and ideas
- Membership Certificate from National Office
- Membership Directory from Iowa Hawkeye Chapter and National Office

The American Association of Healthcare Administrative Management is nationally recognized as an accredited, health care oriented, educational association, and members share in the recognition and achievement.

**IOWA HAWKEYE CHAPTER**  
**AMERICAN ASSOCIATION OF HEALTHCARE ADMINISTRATIVE MANAGEMENT**  
**CONSTITUTION & BY-LAWS**

**CONSTITUTION**

**ARTICLE I NAME**

The name of this organization shall be the Iowa Hawkeye Chapter of the American Association of Healthcare Administrative Management.

**ARTICLE II PURPOSE AND OBJECTIVES**

The purpose of the Iowa Hawkeye Chapter of the American Association of Healthcare Administrative Management shall be to:

- A) Promote and encourage the recognition of Patient Account Management as an integral part of the financial management throughout the health care industry.
- B) Encourage the implementation of effective and efficient business and receivable management policies and procedures in the health care industry.
- C) Stimulate and encourage and exchange of information among the membership.
- D) Develop and encourage the implementation of programs for the purpose of furthering the education and increasing the knowledge of the membership in the health care industry.
- E) Develop and implement such programs as may add to the knowledge and encourage the development of persons new to the health care industry.
- F) Establish non-discriminatory standards of performance and professional conduct for persons who participate or are involved in the management of patient accounts of any health care facility or related field conducting business in the health care industry.
- G) Cooperate with the other health care organizations, institutions, other related agencies, third party payers, and the general public.

**ARTICLE III MEMBERSHIP**

- A) A member shall be an individual involved in or interested in the management of the health care industry or related field conducting business in the health care industry.
- B) Membership shall be on an individual basis and not on an institutional basis.

**ARTICLE IV MANAGEMENT**

- A) The affairs of the Iowa Hawkeye Chapter of the American Association of Healthcare Administrative Management shall be directed by an Executive Committee.

- B) The Executive Committee shall consist of the officers of the Board of Directors of the Iowa Hawkeye Chapter. The powers and duties of the Executive Committee are defined by the By-Laws.
- C) The Association shall not discriminate against any member or applicant for membership because of race, creed, color, national origin, political affiliation, sex, age, or handicap in the performance of its purpose and activities.

#### **ARTICLE V MEETINGS**

Annual or special meetings of the Iowa Hawkeye Chapter of the American Association of Healthcare Administrative Management shall be held as provided for in the By-Laws.

#### **ARTICLE VI AMENDMENTS**

The Constitution of the Iowa Hawkeye Chapter of the American Association of Healthcare Administrative Management may be amended, repealed, or added to in the following manner:

- A) Any of the membership of the Iowa Hawkeye Chapter of the American Association of Healthcare Administrative Management may propose a change to the Constitution. It shall be in writing and shall be submitted to the Executive Committee for appropriate action.
- B) Notification to the membership shall be in writing and shall inform the voting membership of the article or articles to be changed.
- C) The article or articles to be changed shall be written for the membership in the present form and in the proposed changed form.
- D) Voting on any changes shall be by mail ballot submitted to the membership and two-thirds vote of the members voting shall be required to adopt the said change.

#### **ARTICLE VII**

The By-Laws of the Iowa Hawkeye Chapter of the American Association of Healthcare Administrative Management shall be its governing laws subject to this Constitution.

## **BY-LAWS & REGULATIONS**

### **ARTICLE I MEMBERSHIP**

- A) Application for membership shall be made in writing.  
*REGULATION: Application forms will be provided. New member applications must be sent to the national office for processing.*
- B) The President shall have the final authority to determine the eligibility for membership.  
*REGULATION: Eligibility for membership shall be consistent with the ethical standards and requirements of the chapter.*
- C) Membership shall not be transferred from individual to individual.  
*REGULATION: A member who changes his or her employer during a membership year shall continue their membership during the remainder of the year for which their dues have been paid.*
- D) Life membership is an honor bestowed upon an individual the Board believes demonstrates leadership for the Iowa Hawkeye Chapter. The Chapter will pay National Membership dues and Local Meeting Registration fees for Life Members (not Joint Meetings or ANI Meetings.) Life Membership is valid for as long as the member is eligible for Iowa Hawkeye Chapter Membership.  
*REGULATION: Life members are exempt from all Chapter and National dues, fees and assessments.*

### **ARTICLE II DUES AND FEES**

- A) Annual dues shall be for a fiscal year, beginning January 1.  
*REGULATION: The amount of annual dues shall be established by the Executive Committee.*
- B) The Executive Committee may impose an annual Chapter application fee for membership.  
*REGULATION: Should the Executive Committee impose an application fee, said fee must accompany the initial application for membership and may be subject to annual review and/or change.*
- C) Annual dues shall be payable to the National Office on such date as prescribed. Disbursement of Iowa Hawkeye Chapter, chapter fees, shall be made directly to the Chapter Treasurer by the National Office. New applications for membership accompanied by the proper amount of dues and fees received after the first day of the last quarter of the membership year and for the following membership year.
- D) Dues shall be paid and received in the National Office

*REGULATION: Dues must be paid no later than 30 days after the commencement of the fiscal year. Membership shall be considered terminated and notification shall be sent by the Chapter President to the member.*

### **ARTICLE III VOTING**

All members of the Iowa Hawkeye Chapter, in good standing, shall have the right to vote.

*REGULATION: A new member who submits an application for membership accompanied by the appropriate dues and fees received in the office of the National Treasure by the first day of the third quarter of the membership year, shall have the right to vote in any election held during the remainder of the year.*

*REGULATION: Mail shall be defined as postal or electronic mail format.*

*REGULATION: Proxy voting may not be used for the Executive Officers and Board.*

*REGULATION: 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.*

*REGULATION: Ballots must be mailed at least 30 days and not more than 60 days prior to the meeting. To be counted, they must be postmarked by the date specified on the official ballot and the member's signature must be affixed. Failure to do so will result in an invalid ballot.*

*REGULATION: Mail votes shall be kept for a minimum of 30 days after the results are announced in case recounts are required or other questions raised.*

All matters except as otherwise specified in this Constitution and By-Laws shall require a simple majority of those voting.

### **ARTICLE IV MEETINGS**

#### **Section 1 – Annual meeting**

Election of Officers and Board Directors of Iowa Hawkeye Chapter shall take place at the annual fall meeting each year. There shall be a spring meeting of the Iowa Hawkeye Chapter membership at such time designated in the spring by the Executive Committee.

*REGULATION: Notice of this meeting shall be given by the Chapter President at least 30 days prior to the scheduled date. Notice shall be in writing*

#### **Section 2 – Meeting Place/Special Meetings**

The President or the Executive Committee may designate the site of the annual, spring, or any other special meeting.

*REGULATION: The meeting place must be within the state of Iowa, unless otherwise approved by a majority of the Executive Committee, while upholding Article II and ensuring value to Iowa Hawkeye chapter members.*

Section 3 – Quorum

*There shall be no quorum requirements to convene an annual spring or special meeting of the membership.*

A majority of the Executive Committee shall constitute a quorum for a meeting of the Committee.

**ARTICLE V EXECUTIVE COMMITTEE**

Section 1 – Composition of Executive Committee

The Executive Committee shall consist of the Officers of the Iowa Hawkeye Chapter, members of the Board of Directors, and the Chairperson of the Board of Directors.

Section 2 – Officers

There shall be four (4) elective officers of the Chapter. They shall be President, Vice President, Secretary, and Treasurer.

Section 3 – Board of Directors

There shall be five (5) members of the Board of Directors. Vacancies in the Board members shall be appointed by the President.

*REGULATION: Each person so appointed shall be a Board member through completion of the vacated term.*

Section 4 – Chairperson of the Board of Directors

The immediate Past President of Iowa Hawkeye Chapter shall serve as Chairperson of the Board of Directors for two (2) years immediately following his/her term of office.

He/she shall have voting privileges during his/her term as Chairperson of the Board.

*REGULATION: If the Past President cannot serve, the President shall appoint a former Past President to serve in this capacity. If no Past Presidents are available, a majority vote of the entire Executive Committee is required by mail or in person. Upon completion of the service as Chairperson of the Board, said person will retain the title of "Advisory Board Member". As such, he/she will be authorized to attend all board meetings and be involved in any discussions relating to Iowa Hawkeye Chapter Business*

**ARTICLE IV  
POWERS AND DUTIES OF THE EXECUTIVE COMMITTEE**

Section 1 – Officers

The Officers of Iowa Hawkeye Chapter shall be proposed by the Nominating Committee. A majority of the membership shall elect a President, Vice President, Secretary, and Treasurer.

Three (3) Board Directors shall be elected the same time of the Executive Officers.

Two (2) Board Directors shall be elected the following year.

Only members who are full time employees of health care providers or related agencies shall be eligible to hold the office of President, Vice President, Secretary, or Treasurer

**PRESIDENT:** Shall preside at general membership meetings and at meeting of the Executive Committee. The President shall be an ex-officio member of all committees, standing and special, except the Nominating Committee, and shall execute policy and provider leadership to the Chapter.

*REGULATION:* *The President shall consult with the Executive Committee and keep them fully informed so that 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's Constitution.*

**VICE PRESIDENT:** Shall perform duties of the President in the President's absence and is the officer in charge of the Education Committee.

*REGULATION:* *The Vice President shall perform such other duties as may be prescribed by the President, under whose supervision he/she may be.*

**SECRETARY:** Shall keep, or cause to be kept, full minutes of all meetings of the membership, Executive Committee; he/she shall give or cause to be given, notices of all meetings of the membership and Executive Committee.

*REGULATION:* *The Secretary shall perform such other duties as prescribed by the President, under whose supervision he/she shall be.*

**TREASURER:** The Treasurer shall be responsible for all monies of the 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.

*REGULATION:* *The Treasurer shall deposit all funds in an account in the name of Iowa Hawkeye Chapter AAHAM in a depository approved by the Executive committee. The Treasurer may reimburse approved expenses for business of the Chapter as authorized by the Executive Committee. A current financial statement shall be provided to the membership twice a year through the official publication of Iowa Hawkeye Chapter. The Treasurer shall perform such other duties as prescribed by the President, under whose supervision he/she shall be.*

## Section 2 – Board of Directors

- A) The Board of Directors shall consist of five (5) duly elected members plus the immediate Past President of Iowa Hawkeye Chapter and an Advisory Board Member. Only members of the Chapter shall be qualified for election to the Board.
- B) The duties of the Board shall be to establish policy and the programs of the Iowa Hawkeye Chapter, which policy and programs shall be carried out by the Executive Officers.



*REGULATION: Each Board member shall attend all Executive Officer Committee meetings. They will promote and encourage increase in membership and represent the Chapter at regional or state activities in his/her area related to the Chapter. Each Board member shall have the power to designate in writing, a proxy in his/her stead to attend at any Board meeting. A proxy must be a National member of AAHAM.*

- C) The immediate Past President of Iowa Hawkeye Chapter shall serve as Chairperson of the Board for the term immediately following his/her Presidential term. The Chairperson of the Board shall have voting privileges.

### Section 3 – Term of Office

Each elected officer shall be elected for and serve a term of two (2) years. Three (3) of the Board of Directors shall be elected for a term of two (2) year terms at the same time of Executive Officers Election. The other two (2) Board of Directors shall be elected for a term of two (2) years the following year.

*REGULATION: By electing three (3) Board of Directors for two-year terms and two (2) Board of Directors the following year for two (2) year terms, the Board will always have experienced Board members on it. An individual may serve two (2) consecutive terms in the same office. The term of office shall commence January 1.*

### Section 4 – Executive Committee Vacancies

In the event an Officer or Board Director leaves the health care industry for another non-related industry, he/she will give notice to the Executive Committee and will vacate immediately the present position held with Iowa Hawkeye Chapter AAHAM. If an elected Officer or Board Director loses their present job position but seeks to continue employment with the health care industry, they will have up to, but not exceeding, six (6) months in which to do so before they would be required to vacate their present elected office.

*REGULATION: In the event the office of President is vacated, it will take a majority vote of the entire Executive Committee by mail or in person to complete the term of office of President.*

## ARTICLE VII COMMITTEES

### Section 1 – Nominating Committee

- A) The President of the Chapter shall appoint the Chairperson and two (2) Committee members.

*REGULATION: This Committee cannot be comprised of a Board Member whose term is up for re-election, nor an officer.*

- B) The Committee will nominate persons for the Office of President, Vice President, Secretary, and Treasurer and three (3) Board of Directors. The next year will only be two (2) Board of Directors.

*REGULATION: Alternate years for electing three (3) and two (2) Directors.*

C) The Committee shall report to the President, the name of the candidates the Committee has nominated.

*REGULATION: Members of the Nominating Committee may not be nominees. The official ballots must be sent to the entire membership at least six (6) weeks prior to the annual fall meeting.*

D) All ballots shall have provisions for write-in votes.

*REGULATION: Provisions for write-in votes shall be available for each office. The purpose is in lieu of provisions of additional nominations.*

E) A member cannot be a nominee and/or hold more than one (1) elected office.

#### Section 2 – Membership Committee

It shall be the purpose of the Membership Committee to promote the increase of membership in Iowa Hawkeye Chapter and report on all matters relating to membership to the Executive Committee at their meeting.

*REGULATION: The President shall appoint a Chairperson who will in turn appoint two (2) additional members to this Committee.*

#### Section 3 – Education Committee

The Education Committee shall develop and recommend to the Executive Committee programs and outlines for workshops, institutes, and seminars in accordance with the goals and objectives of the Chapter.

*REGULATION: The Chairperson of the Committee will be appointed by the President, who in turn may appoint two (2) additional members to the Committee. The Vice President usually serves as the Chairperson of this Committee.*

#### Section 4 – Communications Committee

The President of the Chapter shall appoint a Chairperson, who will in turn appoint three (3) additional members of the Communications Committee. This Committee shall coordinate and prepare the material for the communications of the Chapter.

#### Section 5 – Ways and Means Committee

The President of the Chapter shall appoint a Chairperson, who will in turn appoint two (2) additional members of the Ways and Means Committee. It shall be the responsibility of this Committee to examine and report on all matters relating to development of the Chapter including sources of income and expenditures for benefit of the chapter's Membership. This Committee shall investigate and recommend to the Executive committee investments for financial assets of the Chapter.

#### Section 6 – Other Committees and Assignments

A) The President and the Executive Committee, during their term of Office, shall have the authority to appoint special committees relative to the objectives of the Chapter.

- B) The President and the Executive Committee, during their term in office shall have the authorization to assign special tasks to members for appropriate study and for action.
- C) Subject to the Constitution and By-Laws, the President shall have the authority to make appointments to all other committees, and shall appoint an Auditing Committee annually.
- D) The term of all committee members shall expire at the end of the calendar year unless otherwise provided for by action of the Executive Committee.

#### **ARTICLE VIII CHAPTERS**

- A) The National President of AAHAM shall meet with Chapter Presidents at least once annually at a meeting place designated by the President.
- B) The Chapter President shall be responsible to send to the National Office an outline of proposed programs and activities for the Chapter during his/her term of office.
- C) The Iowa Hawkeye Chapter shall automatically send the Chapter President or his/her designee to the National Presidents Meeting, which is usually two (2) per year. No vote will be required for this.
- D) The Executive Committee will, however, vote each year on whether to send the President or his/her designee to the National Institute. This will be determined on the financial status of the Chapter each year.

#### **ARTICLE IX AMENDMENTS**

The By-Laws of the Iowa Hawkeye Chapter of the American Association of Healthcare Administrative Management may be amended, repealed, or changed by proposal of members, which must be approved by the majority vote of the Executive Committee and by written vote of two-thirds (2/3) of the voting membership.

Approved by the Executive Committee

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PRESIDENT

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Constitution and Bylaws approved by the Executive  
Committee and Membership of the Iowa Hawkeye  
Chapter of AAHAM October 1976.

As amended on the 1<sup>st</sup> day of February 2010.

As amended on the \_\_\_ day of \_\_\_\_\_, 2019

## CODE OF ETHICS AND PROFESSIONAL RESPONSIBILITY

### Preamble

The purpose of the American Association of Healthcare Administrative Management, Iowa Hawkeye Chapter, are the following: To promote the recognition of Patient Account Management as a vital part of financial management in the health care industry; to encourage the implementation of efficient business and receivable management in all areas of health care; to stimulate the exchange of information among members and associates; to develop and implement education programs; to implement programs for the professional development of persons new to the industry; to establish high standards of performance for persons involved in continuing changes in technology and evolving concepts in the delivery of health care.

Members of the American Association of Healthcare Administrative Management, Iowa Hawkeye Chapter, are committed to the highest standards of professionalism, integrity, and competence. Members recognize their direct responsibilities to clients, employees, colleagues, payers, the general public, and the Association.

The Code of Ethics and Professional Responsibility of the American Association of Healthcare Administrative Management, Iowa Hawkeye Chapter, consists of Canons, Ethical Standards, and Rules of Conduct. The Canons are broad principles of responsibilities and obligations expressing general concepts. Ethical Standards are goals towards which members should strive in their professional performance and behavior. Rules of Conduct are specific standards of mandatory and enforceable nature. The Rules of Conduct represent the minimum level of conduct required of each member.

### CANON I

**RESPONSIBILITIES TO EMPLOYER AND PROFESSION:** Members should provide dedicated, competent, and responsible service to uphold the purpose and mission of their employer and profession.

**ETHICAL STANDARD 1.01 Knowledge and Skill:** Members should strive to improve their professional knowledge and skill.

*RULE 1.01.1 Members shall keep informed on all technical matters that are essential to the maintenance of the minimum level of professional competence in the area of Patient Account Management.*

*RULE 1.01.2 Members shall competently and consistently perform their duties.*

*RULE 1.01.3 Members shall not misrepresent their professional credentials, experience, or performance.*

*RULE 1.01.4 Members shall not undertake to provide professional services if the competence is substantially impaired.*

**ETHICAL STANDARD 1.02 Conduct:** Members should uphold the integrity and dignity of the profession and their employer's purpose and mission. Members should pursue their professional activities with honesty, fairness, and enthusiasm.

*RULE 1.02.1 Members shall not, in conduct of their professional practice, purposely violate relevant regulations and statutes.*

*RULE 1.02.2 Members shall not encourage in conduct involving fraud or wanton disregard of the rights of others.*

*RULE 1.02.3 Members shall neither offer nor accept gifts which are intended or may be viewed as having the potential to interfere with the exercise of unprejudiced and unbiased judgment.*

*RULE 1.02.4 In the event there is imposed upon a member, by his employment, another standard of ethical conduct the member shall be bound by that standard as well as the Association's and Chapter's standards, and if either standard is violated, such violation shall be considered just cause for sanctions.*

**ETHICAL STANDARD 1.03 Conflict of Interest:** Members should not commence or continue relationships that might, even by implication, cause embarrassment to themselves or impair the purpose and mission of their employer and profession.

*RULE 1.03.1 Members shall disclose to their employer and/or clients circumstances that could be construed as conflicts of interest and should ensure that such conflicts do not result in undue personal gains or compromise of the performance of one's duties.*

**ETHICAL STANDARD 1.04 Confidentiality of Employer Records:** Members should respect the sensitive information obtained in the course of their professional activities as well as the confidentiality of medical facts and information.

*RULE 1.04.1 Members shall not reveal information obtained in the course of their professional activities which they have been asked to maintain in confidence or which is recognized as confidential by statute or court decision. However, under exceptional circumstances members may reveal such information to the extent that the members reasonably believe necessary to stop an act which creates an appreciable risk of significant harm to health or safety of others and which the members are reasonably unable to prevent in any other manner.*

**ETHICAL STANDARD 1.05.1 Human Rights:** Members should uphold human rights in all their professional activities.

*RULE 1.05.1 Members shall not discriminate in their professional activities on the basis of race, creed, color, national origin, political affiliation, sexual orientation, socioeconomic status, sex, age, or physical handicap.*

**ETHICAL STANDARD 1.06 Standards of Excellence:** Members should continually seek to raise the profession's standards of excellence through education, research and training.

## CANON II

**RESPONSIBILITIES TO PATIENTS AND THE GENERAL PUBLIC:** Members should be diligent in the performance of their occupational duties.

**ETHICAL STANDARD 2.01.1 Competence:** members should competently and consistently discharge their occupational duties with respect, courtesy, and responsiveness.

*RULE 2.01.1 Members shall conform to applicable laws and regulations in the area of Patient Account Management. Members may rely on the advice of other qualified persons as to the intent and meaning of such laws and regulations.*

*RULE 2.01.2 Members shall not lie, distort facts, or in any way deceive employers, co-employees, patients, or other persons or entities with whom they have contact.*

ETHICAL STANDARD 2.02 Confidentiality of Patient Records: Members should respect the patient's right to privacy and the confidentiality of medical records.

*RULE 2.02.1 Members shall not reveal either the patient's medical or socioeconomic information obtained in the course of their professional activities except as authorized by the patient or a court of appropriate jurisdiction.*

ETHICAL STANDARD 2.03 Human Rights: Members should uphold human rights and exercise unprejudiced and unbiased judgment in all of their professional activities.

*RULE 2.03.1 Members shall not discriminate in their professional activities with patients and the general public on the basis of race, creed, color, national origin, political affiliation, sexual orientation, socioeconomic status, sex, age, or physical handicap.*

ETHICAL STANDARD 2.04 Public Understanding: Members should assist in improving the public's understanding of Patient Accounting as well as to strive to improve the public's appreciation and understanding of the purposes and mission of the Association.

*RULE 2.04.1 Members shall provide the general public with objective information concerning the health care reimbursement option.*

*RULE 2.04.2 Members shall be tolerant and sensitive to the views of individuals and organizations that are concerned with the relationships of patients and health care providers.*

### CANON III

RESPONSIBILITIES TO SUBORDINATES, COLLEAGUES, AND COMPETITORS:  
Members should respect the rights and acknowledge the professional aspirations and contributions of their colleagues.

ETHICAL STANDARD 3.01 Professional Environment: Members should provide their employees with a suitable working environment, compensate them fairly, and facilitate their professional development.

ETHICAL STANDARD 3.02 Objectivity: members should strive to develop judgments and recommendations on an objective and independent basis without consideration of personal gain.

*RULE 3.02.1 Members shall avoid relationships which could compromise their objectivity and independence.*

ETHICAL STANDARD 3.03 Credibility: Members should pursue their professional activities with honesty, fairness, and commitment.

*RULE 3.03.1 Members shall not intentionally or recklessly deceive or mislead subordinates and associates.*

ETHICAL STANDARD 3.04 Respect for colleagues and Competitors: Members should respect the rights of colleagues.

*RULE 3.04.1 Members shall avoid misleading, derogatory, or other inappropriate references to the quality of service performed by a colleague or competitor.*

*RULE 3.04.2 Member's competitive practices must be fair and honorable.*

ETHICAL STANDARD 3.05 Confidentiality of Employee Records: Members should respect the confidentiality and sensitive information contained in employee records.

*RULE 3.05.1 Members shall not reveal information contained in the employee records which they have been asked to maintain in confidence or which is recognized as confidential except as authorized by law or a court of appropriate jurisdiction.*

ETHICAL STANDARD 3.06 Professional Recognition: Members shall build their professional reputation on the merits of their own service and performance and shall recognize and give credit to others for work that they have performed.

#### CANON IV

RESPONSIBILITIES TO THE AMERICAN ASSOCIATION OF HEALTHCARE ADMINISTRATIVE MANAGEMENT, IOWA HAWKEYE CHAPTER: Members should provide dedicated, competent and responsible service to uphold the purpose and mission of the Association and Chapter as set forth in the Preamble.

ETHICAL STANDARD 4.01 Standards of Excellence: Members should continually seek to raise the standards of the profession through education, research, and training.

ETHICAL STANDARD 4.02 Integrity: Members should uphold the integrity of the Association and Chapter.

*RULE 4.02.1 Members have a duty to understand and abide by all Rules of Professional Conduct which are prescribed in the Code of Ethics and Professional Responsibilities of the Association and Chapter.*

*RULE 4.02.2 Members shall not directly or indirectly condone any act which the member is prohibited from performing by the Rules of this Code.*

*RULE 4.02.3 Members possessing non-privileged information concerning the alleged violation of this Code shall, upon request, reveal such information to the body or authority empowered by the Association and Chapter to investigate or act upon the alleged violation.*

*RULE 4.02.4 Applicants for membership in the Association and Chapter shall not make any misrepresentations.*

*RULE 4.02.5 Members applying for eligibility to sit for a certification exam shall not make any misrepresentations.*



*RULE 4.02.6 Conduct of members taking an examination must be in strict compliance with all examination rules. Members involved in the examination grading process shall at all times be impartial, unbiased, and fair.*

ETHICAL STANDARED 4.03 Conduct: Members should serve the Association and Chapter competently and in a professional manner with unprejudiced and unbiased judgment.

*RULE 4.03.1 Members shall not attempt to influence the operation of the Association or Chapter, contrary to its best interest and purpose, for personal or professional gain.*

*RULE 4.03.2 Members shall not use the fact of membership or official duty in the Association for commercial purposes but may state Association or Chapter involvement in resumes, prospectus, and speaker introductions. Speakers should clearly state that the opinions and ideas presented are their own and not necessarily those of the Association or Chapter except for members and officers who are authorized.*

*RULE 4.03.3 Members shall not misstate authority to represent the Association. Specifically, a member shall not write, speak, or act in such a way as to lead another to believe that they are officially representing the Association or Chapter, unless the member has been duly authorized.*

## QUALIFICATIONS FOR OFFICERS AND CHAIRS

### FOR THE OFFICE OF:

- President:** Shall be willing to assume the duties of President. Shall be a participating member, in good standing, for a minimum of two (2) years in the Iowa Hawkeye Chapter. Must have the backing of his/her hospital, clinic, or agency.
- Vice-President:** Shall be willing to assume the duties of Vice-President. Shall be a participating member, in good standing, for a minimum of two (2) years in the Iowa Hawkeye Chapter. Must have the backing of his/her hospital, clinic, or agency.
- Secretary:** Shall be willing to assume the duties of Secretary. Shall be a participating member, in good standing, for a minimum of two (2) years in the Iowa Hawkeye Chapter. Must have a good repertoire with the President and the working of the Association. Must have the backing of his/her hospital, clinic, or agency. Must have the time to do this job. Must have a working knowledge of an organizational secretary.
- Treasurer:** Shall be willing to assume the duties of Treasurer. Shall be a participating member, in good standing, for a minimum of two (2) years in the Iowa Hawkeye Chapter. Must have the backing of his/her hospital, clinic, or agency. Must have the working knowledge of an organizational treasurer.
- Chairperson of the Board:** Immediate Past President of Iowa Hawkeye Chapter. If unable to serve, the President shall appoint a Past President to serve in this capacity.
- Board Member:** Shall be willing to assume the duties of Board Member. Shall be a participating member, in good standing, for a minimum of two (2) years in the Iowa Hawkeye Chapter. Must have backing of hospital, clinic, or agency.

It is required that Officers must have served on at least one (1) State Committee so that he/she can be knowledgeable of the workings of the organization before assuming a commanding position.

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| Education Chairperson:   | This position is assigned to the Vice President. Shall be willing to assume this Chairpersonship. Must have been a member for at least two (2) years. Must be knowledgeable of Iowa Hawkeye Chapter AAHAM programs and goals. Must know how to – and who to- contact for programs.  |
| Advertising Chairperson:   | Shall be willing to assume this Chairpersonship. Must be a member in good standing. Must have the backing of his/her hospital, clinic, or agency. Should be knowledgeable of the needs of the organization. Must be a member for at least one (1) year.   |
| Membership Chairperson, Site Chairperson, & Publicity Chairperson: | Must be willing to assume this responsibility. Must be a member in good standing. Must have the backing of his/her hospital, clinic, or agency.   |
| Nominating Chairperson:  | Must be willing to assume this responsibility. Must be a member in good standing. Must have been a member for at least two (2) years. Must have the backing of his/her hospital, clinic, or agency.   |
| Awards Chairperson:  | Must be willing to assume this responsibility. Must be a member in good standing. Must have been a member for at least two (2) years. Must have the backing of his/her hospital, clinic, or agency. Should have served on this committee before, if possible.   |
| Certification Chairperson:   | Must be willing to assume this responsibility. Must be AAHAM certified. Must have been a member for at least two (2) years. Must have the backing of his/her hospital, clinic, or agency.   |
| Iowa Hawkeye Highlights Editor:                                    | Must be willing to assume this responsibility. Must be a member, in good standing, for at least two (2) years. Must have access to Publication Software. Should have served on this committee before, if possible. Must have knowledge of the Iowa Hawkeye Chapter’s programs and goals. Must have the time and backing of his/her hospital, clinic, or agency. |

Legislative Chairperson: Must be willing to assume this responsibility. Must be a member, in good standing, for at least one (1) year. Must have the backing of his/her hospital, clinic, or agency. Must have access to legislative works, etc. Must be very knowledgeable in hospital and clinic laws/collection.

Ways & Means Chairperson:

Audit Chairperson: Must be willing to assume this responsibility. Must be a member in good standing for at least two (2) years. Must have the backing of his/her hospital, clinic, or agency. Must have knowledge of the financial structure of the organization and budget management.

Advisory: Must be willing to assume this responsibility. Must be a member, in good standing, for a minimum of four (4) years. Must have been an officer, preferably a Past President. Must have considerable knowledge of the AAHAM structure, goals, and finance.

## **OFFICERS AND CHAIRMEN RESPONSIBILITIES**

President: Presides at the general membership meetings of Iowa Hawkeye Chapter and at Executive Board Meetings. Oversees all Officers, Board Members, and Committee Chairmen to see that they are fulfilling their assignments.  
Shall be an ex-officio member of all committees, standing and special, except the Nominating Committee. Shall execute policy and provide leadership to meet their objectives and goals. Shall keep the Vice-President fully informed on all matters and seek his/her assistance when needed. Attends all National President's meetings. Shall be available to any member for help/advice.

The following activities are unique to this position:

- A) Notify National Office as soon as possible after the first of the year of our program schedule for the coming year.
- B) Submit an article for each newsletter informing members of the happenings of Iowa Hawkeye Chapter and the National scene.
- C) Approve Committee Chairmen and members.
- D) Appoint Committee Chairmen and members
- E) Send personal note of welcome to all new members.
- F) Update all brochures used by Iowa Hawkeye Chapter during the year.
- G) Submit a welcome letter to members at workshops.

- H) Submit list of new officers to the National Office.
- I) Shall be co-signer on Chapter checks.

Vice President: Shall perform the duties of the President in the President's absence. Shall serve as Education Chairperson.

Secretary: Shall keep the minutes of all meetings of the membership and Executive Board. Shall perform other duties as may be prescribed by the President or Board. Shall type certificates and run off copies for membership for meetings. Shall type evaluation sheets and run off copies for meetings. Shall send welcome letters as directed by the President. Shall send copies of minutes of Executive Board to all Officers within 45 days of meeting. Shall publish in Iowa Hawkeye Highlights all minutes of membership meeting plus recap of meeting evaluation. Shall turn over to his/her successor all papers and paraphernalia at the end of his/her term of office.

Legislative Chairperson: Shall be responsible for notifying membership of new regulations/legislation. Shall be available for members with questions/problems. Shall notify the Governor each year to set up Proclamation for "AAHAM WEEK".

Membership Chairperson: Shall select his/her Committee members (if not appointed by the President). Shall send out membership dues (if not done by National). Shall make membership report at meetings. Shall be at registration table at meetings and have promotional literature and application forms available. Shall make individual contact with each guest. Shall introduce new members at meetings. Shall strive for new members. Shall prepare for new membership books (as directed by the President/Executive Committee). Shall report to the President on membership.

Iowa Hawkeye Highlights Chairperson: Shall select his/her Committee members (if not appointed by the President). Shall be responsible for publications for the months of March, June, September, and December. Shall promote publication policies in accordance with the goals and objectives of the Chapter. Shall publish names with items appearing in Iowa Hawkeye Highlights. Shall coordinate advertising in Iowa Hawkeye Highlights with the advertising chairperson.

Advertising Chairperson: Shall promote advertising in the Chapter Newsletter and National Journal. Shall report to the President/Executive Board. Shall notify clients of ad prices and monies due by sending statements. Shall correspond with the Treasurer and Newsletter Chairperson to see that monies have been paid and ads are published.

Audit Chairperson: Shall audit the books of the Treasurer as requested by the President/Executive Board.

**Awards Chairperson:** Shall select his/her Committee (if not appointed by President). The year for awards to run will be from the Chapter's Fall Workshop in September or October to September of the following year. Shall be responsible for contacting the President for the "President's" award. Shall, along with your Committee, select the Iowa Hawkeye Highlights Writer's Award. You should get input from the Iowa Hawkeye Highlights Editor. This must be an original writing (not an instruction item by the President, Secretary, etc.). The President and/or any member of the Executive Board may give input as to who they think is deserving of this award. Shall select winners of any other awards, such as "Distinguished Service" or Life Member" (this nominee-L.M. is selected by the Executive Board after receipt of written application and approval by the Executive Board.

**Treasurer:** Shall be responsible for all monies of Iowa Hawkeye Chapter. Shall be responsible for all income/expenses. Shall deposit/withdraw monies from a bank so designated in the name of Iowa Hawkeye Chapter. Shall be one of the signers of the checks (the President being the other signer). Shall pay bills/expenses only approved by the President or Chairperson of the Board (if neither available, other member of the Executive Board). Shall make a report of all monies to the membership twice a year. Shall be able to present a budget proposal if asked by the President/Executive Committee if the need arises. Shall turn over his/her books to the Audit Committee for audit purpose. Shall turn over all books, etc. to his/her successor at the end of his/her term of office. He/she shall be bonded.

**Chairperson of the Board, Board of Directors:** Shall provide leadership. Shall attend all Executive Board meetings. Shall promote and encourage increase in membership. Shall help the President and membership in any way needed. Can be co-signer on Chapter checks.

**Education Chairperson:** Shall secure the speaker/speakers for workshops. Shall secure resume of personal background and program content. Shall write letter of confirmation after arrangements have been made. Shall send program content and information on speakers to President/Secretary as soon as possible. Shall send thank you letter after workshop and evaluation report. Shall coordinate with President what material is needed from speaker, i.e. podium, blackboard, microphone, etc.

**Site Chairperson:** Shall make arrangements with hotel/motel for meeting rooms and luncheon rooms. Shall make reservations for estimated hotel/motel rooms. Shall secure registration cards and promotion information. Shall select menu for lunches and make arrangements for breaks. Shall conduct hotel/motel approximately one week prior to workshop to confirm (guarantee) number of attendees for menu purposes. Shall be responsible

for making hotel/motel reservations for guest speakers, if staying. Shall report to President of these procedures.

Legislative Chairperson: Shall select his/her Committee members (if not appointed by the President). Shall be responsible for keeping abreast of health care regulations and pending legislation.

Ways & Means Chairperson: Shall have the responsibility to examine and report on all matters relating to development of the Chapter including sources of income and expenditures for the benefit of the Chapter's membership. Shall examine and report on all matters pertaining to the adequacy and compensation of staff needed to maintain the satisfactory operation of the Chapter. Shall investigate and recommend to the Executive Committee investments for the financial assets of the Chapter. The Chapter Treasurer shall be a member of this Committee.

Certification Chairperson: Shall select his/her Committee members (if not appointed by the President). Shall encourage all members to become certified. Shall set up coaching courses for members wishing to take the test. Shall be a liaison between National, examinees, and Chapter President. Shall make periodic reports to the President.

Nominating Chairperson: Shall select his/her Committee members (if not appointed by the President). Shall check the qualifications of all candidates (ref. Constitution). Shall ask the outgoing Officer if he/she wishes to run again. Shall list the qualifications (background) of nominees in the Iowa Hawkeye Highlights June issue. Shall print ballots and mail to membership *at least 30 days and not more than 60 days* prior to fall meeting. Shall bring ballots to the fall workshop and maintain for 30 days following the results of the election in case of inquiries. Shall be responsible for giving report of election at business meeting in the fall. Shall be responsible for destroying ballots (according to Constitution timetable) after vote to do so.

Publicity Chairperson: Shall be appointed by the President. Shall secure information from the Education and Site Chairmen. Shall forward programs to all hospitals, clinics, and agencies in Iowa at least thirty (30) days prior to workshops. Shall forward a copy of program to National Officers and Chapter Presidents.

Approved and adopted by Board May 15, 2019  
Approved and adopted by Members \_\_\_\_\_, 2019