

Constitution of the Mississippi Chapter
of the
American Association of Hospital Accountants

ARTICLE I - Name

Section 1. Name

The name of this organization shall be the Mississippi Chapter of the American Association of Hospital Accountants.

ARTICLE II - Objects

Section 1. Objects

The objects of the Mississippi Chapter shall be:

a. To bring about closer cooperation among hospital accountants in order to promote uniformity and efficiency in hospital accounting.

b. To cooperate with hospitals and their associations in matters pertaining to hospital accounting and statistics.

c. To encourage and assist members to increase their knowledge of hospital accounting, including cost accounting.

d. To provide a medium for the interchange of ideas and dissemination of material relative to hospital accounting.

e. To encourage and assist in the holding of meetings and conferences on hospital accounting.

ARTICLE III - Membership

Section 1. Classes of Membership

Membership in the Chapter, which shall be synonymous with membership in the American Association of Hospital Accountants, shall be divided into three classes: (a) Senior; (b) Junior; and (c) Associate;

(a) Senior membership must qualify under one of the following classifications:

1. Chief Accounting Officer of a Hospital
2. Assistant Accounting Officer of a Hospital, and having supervisory responsibility over employees engaged in keeping accounting records.
3. Hospital Administrators and Assistant Administrators having accounting background and who are interested in the aims of the association.
4. Accountants having any official connection with a hospital association, hospital council or allied organization.

(b) Junior membership must qualify under one of the following classifications:

1. An employee in the accounting department of the hospital
2. An employee in the accounting department of a hospital association, hospital council or allied organization.

(c) Associate membership must qualify as follows:

1. Any person interested in the aims of the Association.

Section 2. Application for Membership

Application for membership in the Association shall be made in accordance with the provisions of the Chapter by-laws.

Section 3. Suspension and Expulsion

The Chapter shall have power to suspend or expel any member in the manner prescribed in the by-laws, for conduct deemed to be subversive to the best interests of the Association.

ARTICLE IV - Meetings

Section 1. Annual Business Meeting

An annual business meeting for the election of Officers and Directors and the transaction of other business relative to the affairs of the Chapter shall be held each year in conjunction with the annual meeting of the Mississippi State Hospital Association. The secretary shall send notice of the annual meeting to each member of the Chapter at least ten days prior to the meeting. Officers and Directors elected at the annual meeting shall take office on January 1. The fiscal year shall extend from January 1 to December 31.

Section 2. Regular Meetings

Regular meetings of the Chapter shall be held at such time and place as may be designated by the Board of Directors.

Section 3. Special Meetings

Special meetings may be held at any time upon authorization by the Board of Directors, or by the written request of 10% of the membership, notice of which shall be sent to the members of the Chapter by the Secretary at least ten days in advance of the meeting.

Section 4. Quorum

Fifty percent of the members of the Chapter shall constitute a quorum at any meeting.

ARTICLE V - Amendments

Section 1. Amendments to the Constitution

Amendments to this constitution shall be made at any annual business meeting, or at any special meeting, of the Chapter by a two-thirds vote of the members present.

Any proposed amendment must be submitted to and approved by the Board of Directors at least thirty days in advance of any annual or special meeting. A copy of the proposed amendment shall be sent to each Chapter member at least ten days in advance of the meeting at which any amendment is to be submitted to a vote.

Before becoming effective, any such amendment must be submitted to and approved by the Board of Directors of the American Association of Hospital Accountants.

By-Laws of the Mississippi Chapter

ARTICLE I - Officers and Directors

Section 1. Officers

The Officers of this Chapter shall be a President, a Vice President, a Treasurer, and a Secretary, all of whom shall be members ex-officio of the Board of Directors, and such other Officers as the Board may appoint. These Officers shall be elected by a plurality vote of the Members present and voting at the annual meeting. They shall take office on the following January 1st, and shall serve for one year, or until their respective successors take office. Officers shall be eligible for re-election.

Section 2. Board of Directors

In addition to the Officers of the Chapter, the Board of Directors shall consist of four members, one-half of whom shall be elected by a plurality vote of the Members present and voting at the annual meeting of the Chapter held in conjunction with the annual meeting of the Mississippi State Hospital Association. Directors shall take office on the following January 1st, and serve for two years, or until their successors take office.

Section 3. Advisory Council

An Advisory Council, consisting of all Past Presidents, shall come into being after the third year of Chapter existence. It shall be the function of the Council to serve in an advisory capacity to the President. It shall meet regularly for the purpose of reviewing Chapter operations and procedures and recommending to the Chapter President any changes which it considers desirable for the more efficient operation of the Chapter.

Section 4. Duties of the President

The president shall be the chief executive officer of the Chapter. He shall preside at all meetings of the Chapter and its Board of Directors, and shall call such meetings as he deems necessary. It shall be his duty to exercise general supervision over the activities and welfare of the Chapter and keep in constant touch with the members of the Board of Directors relative to matters of policy.

Section 5. Duties of the Vice-President

The Vice-President shall, in the absence of, or during the incapacity of the President, as determined by the Board of Directors, perform all duties and assume all responsibilities of the President, until the Board of Directors shall revoke such authority.

Section 6. Duties of the Treasurer

The Treasurer shall receive and disburse the funds of the Chapter. He shall keep and preserve proper vouchers and books of account which shall be open to inspection by the Board of Directors, and subject to audit at any time by an Auditing Committee duly appointed by the President.

He shall deposit funds of the Chapter in such banks as may be approved by the Board of Directors and shall disburse money only upon approved vouchers. All checks drawn upon the funds of the Chapter shall require the signature of any two of three officers - the President, Vice-President, and Treasurer. The Treasurer shall submit a monthly financial report to the Board of Directors, an annual report to the Chapter Membership and such reports as may be requested by the American Association of Hospital Accountants. He shall assist the Association Treasurer in cases of duress or delinquency.

Section 7. Duties of the Secretary

The Secretary shall keep a record of the meetings of the Chapter. He shall notify the members of their election to office, keep a roster of Members, issue notices of all meetings, keep minutes of the Board of Directors' meetings, and perform such other duties as may be assigned to him by the President and the Board of Directors. It shall be the Secretary's duty to keep in close contact with the Association office on matters of policy determination and to report regularly concerning the progress and development of the Chapter.

Section 8. Vacancies

Vacancies in any office or in the Board of Directors shall be filled by appointment for the unexpired term by a majority vote of the Board of Directors.

ARTICLE II - Committees

Section 1. Standing Committees

The President shall appoint the following standing committees from among the members of the Chapter:

- (a) An Auditing Committee, whose duty it shall be to audit the books of the Chapter Treasurer at the close of the fiscal year (December 31st).
- (b) A Membership Committee, whose duty it shall be to investigate applications for Membership and recommend to the Board whether they should be accepted or declined in accordance with the provisions of Article III of the by-laws.
- (c) A Nominating Committee, whose duty it shall be to present nominees for Officerships and Directorships at the annual business meeting.
- (d) A Program Committee, whose duty it shall be to make all arrangements for regular meetings of the Chapter.

Section 2. Other Committees

Special committees may be appointed by the President from time to time as the need arises.

ARTICLE III - Admissions

Section 1. Application

Application for membership shall be made in writing on forms furnished by the American Association of Hospital Accountants. Applications may be received by any Member of the Chapter, for submission to the Membership Committee for action. The Committee shall forward the application to the Board of Directors of the Chapter with a recommendation for acceptance or declination.

If no meeting of the Board is scheduled within a reasonable length of time, so that delay in acting on an application would result, then the Committee's approval or rejection of such application shall be final, unless reversed by a majority vote of the Board at its next meeting.

If an application is approved by a majority of the Board of Directors, or by a majority of the Committee (if no Board meeting is held, it should then be forwarded to the Secretary of the American Association of Hospital Accountants who will obtain the proper action by the Association Membership Committee and notify the Chapter Secretary thereof. No applicant shall be admitted without the final approval of the Association Membership Director.

Chapter Membership shall be composed predominantly of hospital accountants charged with hospital accounting responsibilities.

ARTICLE IV - Dues

Section 1. Association Dues

The annual dues and any other fees to the Association, and the refunds thereon to the Chapter, shall be as determined by the Association Board of Directors.

Section 2. Chapter Assessments

In addition to the minimum membership dues payable to the Association, the Chapter Board may levy additional assessments upon Chapter Members, for the sole benefit of the Chapter, provided such assessments are for purposes consistent with the general aims and purposes of the Association.

Section 3. Payment of Annual Dues

The annual dues shall be payable on such date and in such manner as may be prescribed by the Association Board of Directors.

Applications of new Members shall be accompanied by checks for a full year's dues. Adjustment of new member dues to the uniform billing date shall be made as determined by the Association Board of Directors.

Except for the initial payment by a new Member, bills are to be sent direct by the Association Secretary to the Chapter members, who shall remit to him in full.

Section 4. Delinquency

Members who have not paid their annual dues within 120 days of the billing date shall automatically cease to be Members, provided they have been notified of such delinquency at least twice.

The Chapter and the Association shall cooperate in encouraging prompt payment of member dues.

Section 5. Resignation

Any member may resign at any time, but such resignation shall not become effective until accepted by the Board of Directors of the Chapter and shall not relieve the resigning individual from payment of dues for the current year, or entitle him to a rebate of dues paid.

Section 6. Suspension and Expulsion

Any member whose conduct shall be detrimental to the best interests of the Chapter or the Association, or who shall willfully violate its by-laws or other rules or regulations, may be suspended or expelled by a majority vote of the Board of Directors of the Chapter. When such action is contemplated in the case of any Member, he shall be entitled to receive specific charges in writing from the Board of Directors, and shall, if he so desires, be afforded a hearing before the Board, or before a special committee thereof, appointed by the President.

ARTICLE V - Amendments

These by-laws may be altered, amended and repealed by a majority vote of the Board of Directors at a regular meeting or by a two-thirds vote of the Chapter Members present at any annual business meeting; or at a special meeting of the Board of Directors or Members duly convened, after notice to Directors or the members, for that purpose.

Before becoming effective, any such amendment must be submitted to and approved by the Association Board of Directors.