



ILLINOIS CHAPTER

BYLAWS

For the purposes of identification, the Illinois Chapter of the American Association of Healthcare Administrative Management will be referred to as the “Chapter”, and The American Association of Healthcare Administrative Management shall hereafter be referred to as “AAHAM”.

ARTICLE I

MEMBERSHIP

Section 1. **Admissions:** Application for membership shall be made in writing or electronically on forms furnished by AAHAM. Applications may be submitted to the AAHAM National office for processing consistent with AAHAM’s Bylaws for membership.

Section 2. **Life Membership:** The Chapter Board of Directors may, from time to time, confer the status of Life Member upon individuals to recognize their outstanding contributions and meritorious service to the Chapter. All persons so designated shall be exempt for all Chapter dues, fees or assessments, including but not limited to event fees, and the Chapter shall maintain the member’s membership status with AAHAM through payment of AAHAM dues, fees or assessments. The Life Member award shall be called “The Genevieve Legris Lifetime Membership Award”. Chapter maintenance of the membership status shall cease at the death of the member, at the discretion of the member or due to revocation of membership.

The LIFETIME MEMBERSHIP AWARD is named after our founding Chapter President, Genevieve K. Legris, CPAM. Gen was instrumental in bringing together 17 persons on March 19, 1981 to discuss the formation of an American Guild of Patient Account Managers (AGPAM) Chapter in Illinois. She served as our first Chapter President for two years; served as our first Certification Chairperson in addition to her duties as Chairperson of the Board of Directors; and in 1987 was awarded the first LIFETIME MEMBERSHIP AWARD by the Illinois Chapter AGPAM.

GUIDELINES

1. Award may be given to current longtime Members of the Illinois Chapter AAHAM.

2. Award will be presented during the Illinois Chapter AAHAM Annual State Institute in December. The current Chairperson of the Board and/or Current Chapter President will present the Award.
3. The selection of the recipient of the Genevieve K. Legris, CRCE LIFETIME MEMBERSHIP AWARD will be made by past recipients of the award after a review of the nominations, if any, received from the Illinois Chapter AAHAM membership at large.
4. Nominations will be made based upon the following criteria:
 - a. Professionally certified member of AAHAM CRCE-I, CRCE-P, CRCP-I, CRCP-P, CRIP
 - b. Past President or longtime Board service to the Illinois Chapter AAHAM
 - c. Continuous active service to the Illinois Chapter AAHAM for a minimum of 2 years post Presidency or Board service.
 - d. Recipient of the [Charles Garvin Achievement Award](#) [Presidential Award of Excellence](#)
 - e. Minimum of 10 years of National/Illinois Chapter AAHAM membership
5. Nominations should be submitted in writing to a member of the current Board of Directors by November 1st of a calendar year.

[Section 3. Presidential Award of Excellence: The Chapter Board of Directors may, from time to time, confer the Presidential Award of Excellence upon individuals who continue to follow the high standard and commitment set by past presidents as it relates to AAHAM. Nominations for the award are based on attendance, commitment and development made to special AAHAM projects, professionalism, and efforts made to assist the Chapter in setting and meeting established goals.](#)

[Henceforth, all prior awardees of the Charles Garvin Achievement Award shall be recognized as awardees of the Presidential Award of Excellence and shall be considered past recipients of the Presidential Award of Excellence in perpetuity.](#)

[GUIDELINES](#)

- [1. Award may be given to current Members of the Illinois Chapter AAHAM.](#)
- [2. Award will be presented during the Illinois Chapter AAHAM Annual State Institute in December. The current Chapter President will present the Award.](#)
- [3. The selection of the recipient of the Presidential Award of Excellence will be made by the current IL AAHAM Board of Directors and past recipients of the award after a review of the nominations, if any, received from the Illinois Chapter AAHAM membership at large.](#)

4. Nominations may be made based upon the following criteria:

a. Attendance at Illinois Chapter supported education presentations.

b. Commitment to support the Illinois and National organization.

c. Commitment and/or Development made to any or all of the following special projects

1. Education

2. Lincoln Log

3. Golf Outing

4. Chapter Excellence

5. Membership Drive

6. Political Developments/Advocacy

7. Membership Survey

d. Demonstrating exceptional professionalism as it relates to the healthcare business.

e. Efforts made to assist IL Chapter in setting and meeting goals.

f. Efforts made to work with other AAHAM Chapters and Professional Organizations to fulfill IL chapter goals.

g. Willingness to be an advocate with the National Office of AAHAM in representing the Illinois Chapter.

5. Nominations of a member for this award should be submitted in a written format based on the above criteria describing the achievements of the nominated member. Nominations must be submitted to the current Board President by November 1st of the current year.

Section 4. **Retention Recognition:** The Chapter Board of Directors may, from time to time, confer the status of Shining Star upon individuals to recognize their continued years of contributions and meritorious service to the Chapter.

All persons with 5 to 10 years of continued membership in the Chapter, may be awarded a Shining Star Level of "2 Stars."

All persons with 10-20 years of continued membership in the Chapter, may be awarded a Shining Star Level of "3 Stars."

All persons with 20 or more years of continued membership in the Chapter, may be awarded a Shining Star Level of "4 Stars."

The Chapter Board of Directors may designate the form and format of awards, as well as the manner in which they are presented and maintained. The Chapter Board of Directors may change such format without any prior notice or approval, should such change be required.

Section ~~53~~. **Student Membership:** The student membership guidelines will comply with the National AAHAM eligibility requirements.

ARTICLE II

DUES AND FEES

Section 1. **AAHAM Dues:** AAHAM's Board of Directors shall determine the annual dues and any other fees to AAHAM.

Section 2. **Chapter Dues:** The Chapter Board of Directors shall determine the annual dues and any other fees to the Chapter. Chapter dues shall be for a calendar year and are not refundable.

Section 3. **Payment of Annual Dues:** The annual dues shall be payable on such date and in such a manner as may be prescribed in the Bylaws of AAHAM.

Section 4. **Delinquency:** Members who have not paid the annual dues within the terms provided by AAHAM's Bylaws shall cease to be members. The Chapter shall encourage prompt payment of membership dues.

ARTICLE III

OFFICERS AND DIRECTORS

Section 1. Officers: The Officers of the Chapter shall be a President, 1st Vice President, 2nd Vice President, Treasurer and Secretary, all of whom shall be member's ex-officio of the Board of Directors. The President, 1st Vice President, 2nd Vice President, Treasurer and Secretary have the power to vote in matters before the Board of Directors. The members, by a majority of votes cast, shall elect these Officers by ballot with the result announced at the annual meeting. The Officers shall take office on the following January 1 and serve two years, or until their respective successors take office. Officers shall be eligible for reelection or reappointment. Only members possessing the right to vote and who have served a minimum of one term as a Director shall be eligible to serve as Officers of the Chapter.

Section 2. Board of Directors: In addition to the Officers of the Chapter, the Board of Directors shall consist of no less than six (6) additional members and not to exceed twelve (12) additional members, excluding the Chairperson of the Board, all of whom shall be members possessing the right to vote. The Officers of the Chapter shall determine the number of directors needed prior to an election. The Board of Directors shall be elected every other year to coincide with the election of Officers of the Chapter, and shall serve a term of two years or until their successor takes office by a majority vote of the members casting ballots. Directors shall be eligible for reelection or reappointment. At any time, not more than 50% of Directors may be non-medical provider representatives. The number of the Board of Directors, which shall constitute the whole Board, including the Officers of the Chapter and Chairperson of the Board and the total number of Directors shall always be an odd number, unless waived for the remaining term by a majority of the Directors.

Section 3. Chairperson of the Board: The immediate Past President shall serve as Chairperson of the Board of Directors for the term immediately following their presidential term and until there is a qualified successor. They shall have voting privileges during this term as Chairperson of the Board. The Chairperson of the Board will preside over all meetings of the Board of Directors. Should the Chairperson be unable or unwilling, to preside over all meetings of the Board of Directors, or the Chairperson position is vacant, the President will preside over aforementioned meetings. Should the immediate Past President be unable or unwilling to serve as Chairperson, the remaining Board of Directors shall comply with Section 12 (e) of Article III regarding vacancies.

Section 4. Executive Committee of the Board: The Executive Committee of the Board of Directors shall consist of the Chairperson, the President, the 1st Vice President, the 2nd Vice President, the Treasurer and the Secretary of the current Board of Directors. The Executive Committee of the Board shall meet on an as needed basis prior to regularly scheduled Board of Directors meetings and at other times throughout the year.

Section 5. Meetings of the Board of Directors: The Chairperson of the Board, President, or any four other Directors may call a minimum of four regular meetings of the Board of Directors. At all meetings of the Board a majority of 51% of voting Board Members shall constitute a quorum and the vote of the majority of the votes entitled to be cast by the Board Members present at the meeting shall be necessary for the adoption of any motion. A ten (10) day notice before the date of any regular or special meeting shall be given to the Board of Directors. The notice provision regarding Meetings of the Board of Directors may be waived by agreement of no less than 51% of the Board of Directors

Section 6. Powers and Duties of the Board of Directors: The Directors shall manage the affairs of the Chapter in Accordance with its Constitution and Bylaws. It shall be their special duty:

- A. To make recommendations at meetings of the membership relative to matters, which, in their opinion, the membership should decide.
- B. To act upon all correspondence and communication.
- C. To act upon the expulsion of members.
- D. To fill vacancies on the Board
- E. To designate the depository bank or banks and authorize check signers.
- F. To approve disbursement of Chapter funds or to establish guidelines pursuant to which officers of The Chapter shall exercise authority to disburse funds delegated to them by the Board of Directors.
- G. To approve all purchases or sales of investments of Chapter funds.

Section 7. Duties of the President: The President shall preside at all general Chapter membership meetings. They shall be an ex-officio member of all committees except the Nominating Committee. They shall call meetings, execute policy, and provide leadership to the members of the Chapter. They shall consult with the Board of Directors and keep them fully informed so that the programs and activities of the Chapter may be coordinated and accomplished. They shall strive during their term of office to guide the Chapter so as to meet the objectives outlined in the Chapter's Constitution and National AAHAM. The President or their delegate shall represent the chapter at all National AAHAM meetings of the National Board of Directors. Please see the Illinois AAHAM travel reimbursement policy.

Section 8. Duties of the 1st Vice President: In the absence of the President, or during their incapacity, the 1st Vice President will perform the President's duties. The 1st Vice President shall serve as the Chair of the Membership and Sponsorship Committees. They shall perform all such duties and assume all such responsibilities as the President assigns the 1st Vice President from time to time. To be 1st Vice President, a member must have served at least one term as an officer or director of the Chapter.

Section 9. Duties of the 2nd Vice President: The 2nd Vice President shall serve as the Chair of the Certification and Programs/Education Committees. They shall perform all such duties and assume all such responsibilities as the President assigns the 2nd Vice President from

time to time. The 2nd Vice President shall take over duties of the 1st Vice President in the event the 1st Vice President position is vacated and until the nominating committee brings a recommendation to the Board.

Section 10. Duties of the 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. They 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 Audit Committee duly appointed by the President. They shall be responsible for budget development. A current financial statement shall be presented at each meeting of the Board of Directors and an annual statement published in the official publication of the chapter immediately after the close of each fiscal year.

Section 11. Duties of the Secretary: The secretary shall keep full minutes of all meetings of the membership and Board of Directors. The secretary shall perform such duties as may be prescribed by the Board of Directors or the President. Minutes of all meetings should be transcribed and sent to the Board of Directors within 30 days of meeting unless exceptions are approved by the President.

Section 12. Vacancies and Elective Offices:

- A. Should a vacancy occur in the office of the President, the 1st Vice President shall automatically succeed to that office and perform the duties thereof through the remaining un-expired term until the next general election. Succession to the office of the President to complete the un-expired term of the prior President shall not prevent a person from serving as President for the next full term, should they desire.
- B. Should a vacancy occur in the office of 1st Vice President, the 2nd Vice President shall automatically succeed to that office and perform the duties thereof through the unexpired term. A vacancy in the office of the 1st Vice President shall not be deemed to have occurred by reason of the 1st Vice President automatically succeeding to the un-expired term of the office of the President as a result of a vacancy occurring therein. The Board of Directors may appoint an acting 2nd Vice President to fulfill the duties of the 1st Vice President for the remaining un-expired term until the next general election.
- C. Should a vacancy occur in the office of 2nd Vice President, the Board of Directors shall appoint an acting Director to fulfill the duties of the 2nd Vice President for the remaining un-expired term until the next general election.

- D. Should a vacancy occur in the offices of Treasurer or Secretary, the Board of Directors shall appoint an acting Director to fulfill the duties of the Treasurer or Secretary, for the remained un-expired term until the next general election.
- E. Should a vacancy occur in a Chapter Director position, the remaining un-expired term may be filled by a qualified member of the Chapter elected by a majority of the Chapter Board of Directors. Voting may be held by mail (postal or electronic) or at a properly noticed meeting. Should the Board of Directors wish to wait until the next general election to fill the vacancy of a Chapter Director, a majority of the remaining Board of Directors must vote in favor.
- F. Should a vacancy occur in the Chairperson position, the un-expired term may be filled by a qualified member of the Chapter elected by a majority of the Chapter Board of Directors. Voting may be held by mail (postal or electronic) or at a properly noticed meeting. Should the Board of Directors wish to wait until the next general election to fill the vacancy of the Chairperson position, a majority of the remaining Board of Directors must vote in favor.

Section 13. **Removal of Officers or Directors:** Any officer or director, may be removed in accordance with applicable provisions of the Illinois General Not for Profit Corporation Act.

ARTICLE IV

COMMITTEES

Section 1. **Standing Committees:** The following standing committees shall be established and report to a member of the Board of Directors or to an officer. The President shall appoint committee Chairs from Board Members and/or other members of the Chapter.

- A. An **AUDIT COMMITTEE** whose duty it shall be to audit the books and financial records of the Chapter at the close of each fiscal year and must be complete by March 31st. The Chairperson of the Board, or President will Chair this committee. The Audit Committee shall be comprised of the President and will report to the Treasurer. In addition to performing an audit of financial records, the Audit Committee shall, from time to time, review and

comment on the adequacy of internal controls and shall perform such duties that may be assigned by the Board of Directors.

- B. A **NOMINATING COMMITTEE** composed of the Executive Committee shall have the duty to present nominees for Officer Positions and the Board of Directors. The Nominating Committee may appoint up to three additional members to the Committee. Any voting member is eligible for appointment to the Nominating Committee.

- C. A **PROGRAMS and EDUCATION COMMITTEE** whose duty it shall be to make all arrangements for meetings of the Chapter. The 2nd Vice President shall serve as Chairperson of the Programs and Education Committee. The 2nd Vice President shall assign a minimum of 3 members of Illinois AAHAM to assist with planning the educational sessions for the chapter.

- D. A **COMMUNICATIONS and WEBSITE COMMITTEE**, with a Chairperson assigned by the President, and whose duty it shall be to coordinate and prepare material for all Chapter communications. The Communications Committee shall develop and promote communications policies in accordance with the goals and objectives of the Chapter.
- E. A **CONSTITUTION AND BYLAWS COMMITTEE**, chaired by the President, whose duty it shall be to continually review the Constitution and Bylaws and shall make recommendations to the Board of Directors for amendments.
- F. A **CERTIFICATION COMMITTEE**, chaired by the 2nd Vice President, whose duty it shall be to promote, encourage, and provide direction to Chapter members who wish to sit for the Certified Revenue Cycle Executive, Certified Revenue Cycle Professional, Certified Revenue Cycle Specialist, Certified Compliance Technician and/or the Certified Revenue Integrity Professional. The Committee will coordinate coaching courses for those Chapter members requesting assistance in exam preparation.
- G. A **MEMBERSHIP COMMITTEE**, chaired by the 1st Vice President, whose duty it shall be to coordinate all aspects of the annual membership renewal campaign. The committee will coordinate all membership campaigns for current member retention and to promote new membership growth for the Chapter.
- H. A **SCHOLARSHIP COMMITTEE** with a Chairperson assigned by the President, whose duty it shall be to coordinate all aspects of the Chapter Scholarship program, including updating the program guidelines, promoting the program during the open application period, receiving applications, reviewing and scoring applications and awarding scholarships in accordance with the program guidelines.
- I. A **SPONSORSHIP COMMITTEE**, chaired by the 1st Vice President, whose duty it shall be to coordinate all aspects of the annual Corporate Partner Sponsorship campaign. The committee will coordinate all sponsorship guidelines and benefits, promote the chapter and benefits of sponsorship to perspective new sponsors, communicate and retain current sponsors and obtain sponsor advertising and contact information for Chapter publications and web-site display.
- J. A **Government Relations Committee**, with a chair assigned by the President, whose duty it will be to organize, plan and implement the AAHAM Mission through interaction with governmental departments, agencies and divisions at the state and national level. The Government Relations Committee will also advise the Board of Directors on State Legislative topics that are relevant to the Chapter.

Section 2. **Other Committees and/or Non-Voting Board Members:**

The President may appoint special ad-hoc committees and/or non-voting board members who are Chapter members in good-standing from time to time as the need arises to execute the needs of the board of directors.

ARTICLE V

MEMBERSHIP MEETINGS

Section 1. **Regular Meetings:** Regular meetings of the Chapter membership shall be held at such times and places as the Board of Directors may designate. Meetings devoted to educational programs, annual meeting and special business meetings shall all be regular meetings for the purpose of this section.

Section 2. **Annual Meetings:** The annual meeting of the membership shall be held within ninety days (90) preceding the end of each fiscal year at such time and place, as the Board of Directors shall designate.

Section 3. **Special Meetings:** Special meetings of the Chapter membership may be called at any time by order of the Board of Directors. The Board of Directors must call special meetings within 30 days following receipt of a request in writing or electronically from ten (10) percent of the membership sent to the Secretary of the Chapter.

Section 4. **Notice of Meeting:** At least twenty (20) days before the date of any regular or special meeting, the Secretary or Designate shall cause written or electronic notice thereof to be communicated to each member.

Section 5. **Quorum:** Twenty (20) percent of the Chapter members entitled to vote shall constitute a quorum at any meeting of the Chapter membership. The vote of a majority of the votes entitled to be cast by the members present at a meeting shall be necessary for the adoption of any matter voted upon at the meeting unless a different proportion is required by these Bylaws or by the Chapter Constitution.

Section 6. **Voting Rights:** All members of the Chapter shall have the right to vote on matters submitted to a vote of the members or on any motion raised at a regular or special meeting of the membership. The Board of Directors may, at their, discretion, call for an immediate vote or table a motion for further review and a later vote. In the event that the Board exercises its right to postpone the vote on a motion, such vote shall be by ballot to be mailed or emailed to the membership no later than sixty days (60) from the date of the meeting. Each member shall have one vote, and no one may vote by proxy.

ARTICLE VI

SUSPENSION AND EXPULSION

Any member whose conduct shall be detrimental to the best interests of the Chapter or AAHAM, or who shall willfully violate its code of ethics or other rules or regulations, may be recommended for suspension or expulsion by a vote of the Board of Directors and shall, if they so desire, be afforded a hearing before the Board of Directors or before a special Committee appointed by the President. Final determination shall be made by the Board of Directors of IL AAHAM.

ARTICLE VII

GENERAL PROVISIONS

Section 1. **Fiscal Year:** The fiscal year shall be from January 1 through December 31.

Section 2. **Titles:** Section and Article headings in these Bylaws are for convenience only. They shall not affect the interpretation of any provision herein.

Section 3. **Amendments to the Bylaws:** The Bylaws may be amended, repealed or added to in the following manner:

- A. Any member may propose a change to Bylaws. It shall be in writing or via email and shall be submitted to the Chapter Secretary who shall place it on the agenda of the next scheduled Board meeting.
- B. The Board of Directors shall, by a majority vote, determine if the proposed change shall be submitted to the membership for vote.
- C. Notification to the members shall be in the form of a mail ballot, email communication or orally at any annual meeting of the membership.
- D. Voting on any Bylaw change shall be by mail ballot, email communication or a vote at any annual meeting of the Chapter membership.
- E. A two-thirds vote of the members voting shall be required to adopt or reject the said change.
- F. Amendments to the Bylaws shall become effective immediately, unless otherwise provided in the text of the amendment.

ARTICLE X
PERSONAL LIABILITY of OFFICERS and DIRECTORS

Any member of the Executive Committee, Board of Directors, Legal Counsel, Communications Editor, Legislative/Government Relations Chairperson, Corporate Sponsor Chairperson or any special committee chairperson appointed by the Chapter President and/or the Executive Committee shall not be personally liable to the Chapter for monetary damages as such, including, without limitation, any judgment, amount paid in settlement, penalty, punitive damages or expense of any nature (including, without limitation, attorney's fees and disbursements) for any action taken or failure to take any action unless such person has breached or failed to perform the duties of their office under this Constitution, the Bylaws of the Chapter or applicable provisions of law of the State of Illinois and the breach or failure to perform constitutes self-dealing, willful misconduct or recklessness.

Revisions and Amendments Approved

Revisions and Amendments Approved December 3, 2008

Revisions and Amendments Approved January 24, 2009

Revisions and Amendments Approved November 30, 2011

Revisions and Amendments Approved January 29, 2011

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[*Revisions and Amendments Approved March 2023*](#)