

**BYLAWS  
Of the  
WISCONSIN ASSOCIATION OF HEALTHCARE ACCESS MANAGEMENT**

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**ARTICLE I.-NAME**

The name of the association shall be Wisconsin Association of Healthcare Access Management referred to as WAHAM.

**ARTICLE II.-MISSION STATEMENT**

The mission of the association shall be as follows:

- A. To serve as a forum for discussion of current practices for individuals engaged in Patient Access Services.
- B. To provide members with educational resources and professional growth opportunities.
- C. To enhance patient relations.
- D. To foster positive relations with allied health care organizations.
- E. To function as a not-for-profit professional organization (all monies raised are reinvested in the organization).

**ARTICLE III.-OFFICER**

*Section I.*

The officers shall consist of President, Vice President, Secretary, Treasurer, Membership, Education, Public Relations, and Past President. These positions are non-salary compensated.

The term of office for the President, Vice President, and Past president shall be one (1) year. The term of office for Secretary, Treasurer, Membership, Education and Public Relations shall be two (2) years.

All board positions shall be elected by written/electronic ballot. The Vice President and one Education Co-chair shall be elected yearly. The Secretary, Public Relations offices shall be up for election on even years. The Treasurer and Membership offices shall be up for election in odd years.

New officers shall be elected in the Spring of each year and shall take office at the Board of Directors summer Transitional meeting.

If the Vice President is required to assume the position of President due to circumstances other than the usual succession of office, the vacancy in the office of Vice President shall be filled by appointment by the President.

A member of the Board may resign at any time by giving notice to the President who shall notify the Board. The position shall be filled by appointment by the President.

The Board shall determine the number of persons represented on the Board on a yearly basis, dependent on the goals of the Association.

Officers must be active members in the organization by attending and participating in 75% of meetings including the transition meeting.

There shall be no limitation on the amount of time an individual is willing to serve on the Board.

#### **ARTICLE IV.-ELECTIONS**

Elections shall be held annually for the Vice President. And one Education Co-chair. Elections for the Treasurer and Membership shall be elected in odd years and for Public Relations and Secretary in the even years.

Terms of office shall be for one (1) year for the President, Vice President and Past President.. Terms of office shall be for two (2) years for the Treasurer, Secretary, Education, Public Relations Membership. It shall be noted that the Vice President shall serve a one (1) year term as Vice President, move to a one year (1) term as President and then move to a one year (1) term as Past President for a total of a 3 year commitment.

It shall be the responsibility of the Secretary to send Board election ballots to all active members. Ballots shall be returned and tabulated by a specific date, after which ballots shall be destroyed. The Secretary will then notify the President of the election results. The President will contact the newly elected Board Members and notify all current members of the election results.

In the case of an election tie, a recount shall be completed by the Secretary. If the count remains a tie, the Secretary will choose a number between 1 & 20. She/he will then call the President who will arrange for a conference call with the parties involved in the tie. The parties involved will choose a number with the winner having the number closest to the one selected by the Secretary.

#### **ARTICLE V.-MEMBERSHIP**

Active membership in the association is designated by individual membership. Active status is maintained by payment of the annual dues. WAHAM's membership year is August 1st to May 31<sup>st</sup>. If membership dues are received after March 1<sup>st</sup> of the membership year, such dues shall be carried over to the following membership year.

Associate membership in WAHAM shall be open to others interested in the objectives of the organization. These members shall pay an annual dues determined by the Board of Directors. Associate members shall not have voting privileges.

#### **ARTICLE VI.-MEETINGS**

General education meetings shall be held at times determined by the Board. The Board of Director meetings shall be held in conjunction with the general meetings and at the discretion of the President.

#### **ARTICLE VII.-AMENDMENTS**

The bylaws may be amended by a quorum of board members.

Bylaws shall be available to all members.

### Section II.

The officers of the association and outline of the respective duties are as follows. For more detailed information, see the position descriptions.

- A. **President:** The President shall be responsible for conducting meetings and the business of the association. He/she shall have the power to determine the need to vote on significant association issues, appoint committees and make interim appointments to fill vacancies of office when other provisions have not been made by these bylaws. Upon vacating office, the President shall remain on the board for one (1) year in the Past President position.
- B. **Vice President:** In the absence of the President, the Vice President shall assume the President's duties. The Vice President shall assist the President in carrying out the objectives of the association, including making meeting arrangements & coordinating educational programs in cooperation with the Education Officer. After a one year term, the Vice President will advance to the Presidency. The Vice President shall succeed to the Presidency if the President vacates the position.
- C. **Secretary:** The Secretary shall record and maintain minutes of general and board meetings, manage votes and resolutions of the association and shall perform other duties incident to the office. The Secretary shall distribute copies of the minutes to the officers prior to the next meeting. The Secretary shall be responsible for maintaining all historical records of the organization.
- D. **Treasurer:** The Treasurer shall keep an account of all monies received and expended for the use of the association. The Treasurer shall review association expenditures on a regular basis to ensure overall fiscal integrity. Reports shall be submitted to the Board of Directors at their meetings. An audit of funds shall be conducted every three years.
- E. **Membership:** The Membership Officer(s) shall update, maintain and distribute accurate, yearly membership certificates and membership. The Membership Officer(s) shall conduct membership drives as directed by the board.
- F. **Education:** The Education Officer(s) shall coordinate the educational meeting and resources for members of the association. The Officer(s) shall provide necessary information to the Education Committee of the Nation Association of Healthcare Access Managers (NAHAM) to obtain approval for granting continuing education credits (CEU's).
- G. **Public Relations:** The Public Relations Officer shall produce and distribute the WAHAM newsletter, and shall perform other duties incident to the office.
- H. **Past President:** The Past President shall assist other officers as deemed necessary.

### Section III.

Each year the association shall consider sending an officer to the NAHAM annual meeting as the association's delegate. WAHAM shall cover expenses for that officer's registration. The NAHAM delegate shall be determined by a random drawing of all upcoming board members who have not previously had their NAHAM registration fee paid by WAHAM. If all current board members have had the registration fee previously paid for by the organization, a random drawing shall be held of all current board members to see who attends. The attendee will be chosen at the Board's transition meeting.