

ILLINOIS ASSOCIATION MEDICAL STAFF SERVICES
BYLAWS

ARTICLE I. NAME

The name of this Organization shall be the Illinois Association Medical Staff Services.

ARTICLE II. MISSION STATEMENT

The Illinois Association Medical Staff Services (IAMSS) is an organization to promote professional and personal development for advancement and education in credentialing and health care support, and to support the mission statement of the National Association Medical Staff Services.

ARTICLE III. STRUCTURE

The State Association shall be non-profit, non-partisan and non-sectarian and shall have the right to establish and control its elected officers. The State Association is governed by the Bylaws of the National Association Medical Staff Services and Illinois Association Medical Staff Services.

ARTICLE IV. MEMBERSHIP

Membership in this Association shall be categorized as Professional, Affiliate, Honorary and Corporate.

- Section 1. Professional: Professional members shall be those individuals having responsibility in medical and/or healthcare provider staff activities. Professional members shall pay dues and shall be eligible to vote and hold office.
- Section 2. Affiliate: Affiliate members shall be those individuals interested in the overall goals and objectives of the Association. Affiliate members shall pay dues but shall not be eligible to vote or hold office.
- Section 3: Honorary: Honorary membership may be awarded at the discretion of the Board of Directors to those individuals who have contributed to the advancement of the goals and objectives of the Association. Honorary members shall not pay dues and shall not be eligible to vote or hold office.
- Section 4: Corporate: Corporate members shall be those corporations having responsibility for healthcare provider staff activities. Corporations shall pay dues but shall not be eligible to vote or hold office. Corporations shall have the right to send one representative to the educational conference at membership fees.

ARTICLE V. DUES AND FEES

Annual dues for membership shall be due and payable on January first for the ensuing fiscal year at an amount set by the Board of Directors not to be set higher than the National Association dues. An individual who joins the last quarter of the fiscal year shall pay the annual dues set for the current year, which shall satisfy dues requirements for the ensuing year. Failure to pay dues by March ^{1st} shall result in termination of membership. Payments received after March 1st will incur late fees as determined by the Board.

ARTICLE VI. LOCAL CHAPTERS

The State association shall encourage the formation of Local Chapters throughout the State, the purpose of which shall be to provide a forum for networking and informal educational activities at a local level. Such Local Chapters shall petition the Board of Directors of the State Association for recognition and approval of their organizational structure. Bylaws of local chapters will be submitted to the State Association for approval.

ARTICLE VII. OFFICERS AND BOARD OF DIRECTORS

- Section 1. Officers: The officers of this Association shall be the President, President-Elect, Immediate Past President, Secretary and Treasurer.
- Section 2. Board of Directors: The State Association officers shall serve as the Board of Directors with vote. Appointed members and standing committee chairpersons shall serve in an ex-officio capacity without vote. The majority of the Board of Directors must be elected by IAMSS membership. The Board of Directors shall have the authority to make decisions for the State Association and may act on any matters for the Association, with exception of amending these Bylaws. The actions of the Board of Directors shall be final except on appeal by the Association membership. A quorum of a meeting of the Board of Directors shall be a simple majority.
- Section 3. Membership Liaison: The President shall appoint the Membership Liaison to promote the growth of the Association. This person shall process applications and reapplications, prepare an annual membership roster, and respond to inquiries concerning the State Association. The Membership Liaison shall be an Ex Officio member of the Board with vote.
- Section 4. Election of Officers: Election of officers shall be held by mail ballot annually sixty days prior to the annual meeting.
- Nominations for officers shall be made by a Nominating Committee. Nominations may also be made by the membership to the Nominating Committee.
 - The Nominating Committee's proposed Slate of Officers, along with a ballot, shall be mailed to the Professional membership at least sixty (60) days prior to the annual meeting. All candidates nominated must consent to nomination.
 - Ballots must be returned within twenty (20) days of the date of mailing. Election shall be made by a simple majority of ballots returned.
 - Election results will be announced at the annual meeting.
- Section 5. Term of Office: The President, President-elect, Secretary, Treasurer and Immediate Past President shall serve two year terms. The President-elect shall automatically succeed the office of President.
- Section 6. Vacancies in Office: Vacancies in office may be filled by the Board of Directors for the remainder of the unexpired term, with the exception of the office of President, which shall be assumed by the President-elect. Vacancy of the office of President-elect shall be filled by mail ballot of the Professional membership.
- Section 7. Removal of Officers: Removal of a State Association Officer may be initiated by petition of four (4) Professional members in writing to the Board of Directors. An adverse recommendation must be approved by a two-thirds vote of all Professional members by written ballot.
- Section 8. Non-fulfillment of Duties: If any Board member, in the opinion of the Board of Directors, shall fail to perform the duties of the office satisfactorily, the Board, by a majority vote, shall have the authority to request a resignation. Vacancies shall be filled in accordance with Section 5 of this Article.

ARTICLE VIII. DISSOLUTION

If the Association is disbanded, after all liabilities and obligations of the organization are paid, satisfied and discharged, any and all assets of the State Association will be forfeited to the National Association of Medical Staff Services.

ARTICLE IX. MEETINGS

The State Association shall meet in conjunction with the annual education conference, which shall not be in conflict with the NAMSS Annual Conference. Special meetings may be called by the President, the Board of Directors, or on the request of at least four (4) members of the Association. The purpose of the meeting shall be stated in the call.

ARTICLE X. QUORUM

A quorum at any State Association meeting shall be the Professional members present, in good standing.

ARTICLE XI. COMMITTEES

The Board of Directors shall authorize the committees of the State Association. Committees shall be standing and Ad-hoc. The President shall appoint the chairperson and members of all committees, upon approval of the Board of Directors. The President shall be an ExOfficio member of all committees.

Section 1. Program Committee: The duties shall be to plan the Annual Conference.

Section 2. Nominating Committee: The Nominating Committee shall be composed of the Immediate Past President, who shall serve as Chairperson, one member of the Board of Directors appointed by the President and the President-elect.

Section 3. Ad-Hoc Committees: Ad-hoc committees may be appointed by the President for special projects, as needed.

ARTICLE XII. OFFICIAL COMMUNICATION TOOLS

Official communication to the membership will occur via the IAMSS web site (www.iamss.org) and IAMSSvoice.

ARTICLE XIII. FISCAL YEAR

The fiscal year of the Illinois Association shall be January 1st through December 31st of each year.

ARTICLE XIV. AMENDMENTS

These Bylaws may be amended by a simple majority of the voting membership at any State Association meeting, or by mail ballot. Proposed changes in the Bylaws may be submitted in writing by any Professional member to any Board member, who shall submit these proposed changes to the Bylaws Ad-hoc Committee for review and recommendation. Proposed changes shall be mailed to Professional members at least 15 days prior to an Association meeting, if the vote is taken at a State Association meeting.

The Bylaws shall be reviewed at least once every two years for conformity to the National Association Bylaws and for recommendations for revision.

ARTICLE XV. PARLIAMENTARY AUTHORITY

Parliamentary authority shall be according to Sturgis Standard Code of Parliamentary Procedure.

ARTICLE XVI. POLICIES AND PROCEDURES

Policies and procedures and other documents, as may be necessary to implement the general principles found in these Bylaws, may be adopted in accordance with this Article. Policies and Procedures shall set standards of practice that are to be required for the Association. Policies and Procedures may be adopted, amended, repealed or added by a majority vote of the Board of Directors at any regular or special meeting, or by conference call. Adoption of and changes to the Policies and Procedures shall become effective only when approved by the Board. The Policies and Procedures shall be reviewed at least every two years.