



## Central Ohio Patient Account Managers By-Laws

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### OFFICERS, DIRECTORS AND THEIR ROLES

**President:** The President shall preside at all meetings of the association and of the Board of Directors. He/she shall oversee any committees and appoint special committee chairpersons as needed. He/she shall be an ex officio member of all committees. The president shall also schedule the meetings of the association for his/her year subject to the approval of the Board of Director. The term is for one year.

**Vice-President:** The vice-president shall perform all of the duties of the president in his/her absence. Upon the completion of the term (one year term) of this office he/she becomes president for the following term. He/she shall also serve as chairperson of the membership committee.

**Secretary:** The Secretary shall be responsible for recording minutes of all board meetings and sending out any communication to members regarding COPAM business. The secretary will keep information regarding upcoming COPAM meetings and programs on the website including the yearly educational conference. He/she will manage all RSVP's. He/she will also send out annual dues notices via email the beginning of November. The Secretary and Treasurer will work together to communicate with members who have not paid their dues by March 1. This position holds a two year term.

**Treasurer:** The Treasurer of the Association shall prepare a detailed report for each meeting of the Association. The report shall include a listing of all expenses paid by the Treasurer for the previous month, and a total of all income received in the previous month. A photocopy of the Account Ledger shall be furnished to the President of the Association upon request of the President. All paid invoices and receipts shall be kept and maintained in order by the Treasurer for a period of four years. The Treasurer will work with the Secretary to communicate with members who have not paid their dues by March 1. At the direction of the Officers and Directors, an external audit will be performed at the end of the Treasurers term and will be reported at the first Executive Board Meeting of the next year. This position holds a two year term.

**Directors:** The Board of Directors will over see and assist in organizing monthly meetings, yearly conferences, joint meetings with other organizations, including but not limited to topics and speakers for the association. The Board of Directors shall have general supervision of the affairs of the Association between its' business meetings, arrange the time and place of the meetings, make recommendations to the Association and shall perform other duties as are specified in these by-laws.

## COMMONLY USED TERMS

**Executive Board:** All officers and Directors

**Association:** All members of the organization including the membership and the Executive Board

**Officers:** President, Vice-President, Secretary, Treasurer

**Directors:** Non-Officer, board members

## ARTICLE I

### Name

The name of this Association shall be the Central Ohio Patient Account Managers.

## ARTICLE II

### Purpose

The object of this Association shall be to encourage the development of members through educational programs and the exchange of experience and ideas.

## ARTICLE III

### Membership

**Section 1.** The membership of this Association shall not be limited.

**Section 2.** Any person employed by a Healthcare Provider, or in a related business including but not limited to: Financial Services, Registration, Medical Records, Billing and Utilization review, shall be eligible to membership. Any person in a related business shall be eligible to be an associate membership. An application for membership shall be completed and submitted to the Secretary who shall have the responsibility of adding the new member to the mailing list. The Secretary shall notify the President of new memberships and introduce the new member to the Association. Any person having completed an application for membership and fulfilling the membership requirements shall be declared a member of the Association upon payment of the annual dues for the year.

**Section 3.** The annual dues shall be fifty dollars (\$50.00) for all members. Dues are payable during the time period of November 1<sup>st</sup> through December 31<sup>st</sup>. The Secretary and Treasurer will work together to notify members who are two months in arrears and they shall report those who are two months in arrears to the Executive Board. Those whose dues are not paid by March 1<sup>st</sup> shall be automatically dropped from membership in the Association. Officer and Directors dues are waived.

**Section 4.** Honorary Membership in COPAM is limited to a retired person who has demonstrated dedicated service to the Association or in the Healthcare field; shall be granted upon recommendation of the Directors or by any Full Member of the Association. Upon approval by the Directors, these members shall be exempt from dues and shall not be entitled to vote or hold office, nor serve as a committee Chairman, but may serve as a committee member. To be considered, a current COPAM member may request Honorary Membership for themselves or another person may request Honorary Membership on behalf of someone else.

## **ARTICLE IV**

### **Officers**

**Section 1.** The officers of the Association shall be a President, a Vice–President, a Secretary, a Treasurer, and five (5) Directors. These officers and Directors shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the Association.

**Section 2.** The officers shall meet in Executive Session as needed.

**Section 3.** At the regular meeting held in October a Nominating committee shall be appointed by the President. It shall be the duty of this committee to nominate candidates for the offices and present to the Association at the November meeting, taking additional nominations from the floor.

**Section 4.** The Secretary and the Treasurer shall be elected by ballot to serve for two years. Directors serve for one year or until their successors are elected. The President and Vice-President serve for one year. At the end of the Vice-President’s one-year term, (s)he will assume the role of President for the following year. The term of office shall be from January 1 to December 31. Each Executive board member may also co-chair or chair a committee.

**Section 5.** Business Associate members shall be entitled to all of the privileges including those of making motions and voting. Any Vendor member may hold the office of Secretary or member of the Directors. However, only two (2) Business Associates members shall be on the Directors during any one term.

**Section 6.** No member shall hold more than one office at a time, and no member shall be eligible to serve more than two consecutive terms in the same office without the majority vote of the membership.

**Section 7.** Any Officer or Directors desiring to resign from his position should submit his resignation in writing to the Secretary, who shall present it to the Executive Board for action. The Officer or Director will be replaced by majority vote of the Executive Board.

## **ARTICLE V**

### **Meetings**

**Section 1.** The regular meeting of the Association shall be held each month from January through December excluding the months of June, July and August.

**Section 2.** Special meetings can be called by the President or by the Executive Board and shall be called upon the written request of ten (10) members of the Association. The purpose of the meeting shall be stated in the call. Except in cases of emergency, at least three (3) days notice shall be given.

**Section 3.** Fifty percent (50%) plus one member in attendance shall constitute a quorum.

## **ARTICLE VI**

### **The Executive Board**

**Section 1.** The Executive Board shall consist of the officers of the Association, including the Directors. The outgoing President of the Association shall serve one term on the Executive board. If the past President is no longer a member, the President may appoint a new healthcare provider member as a replacement Director. Four (4) members of the Executive Board shall be elected by a vote of the Association during the annual election of the officers and any new honorary member of the board may be appointed during that time.

**Section 2.** The Executive Board shall have general supervision of the affairs of the Association between its business meetings, fix the hour and place of meetings, make recommendations to the Association, and shall perform such other duties as are specified in these bylaws. The Director shall be subject to the orders of The Association, and none of its acts shall conflict with the action taken.

**Section 3.** Unless otherwise ordered by the Director, regular meetings of the Executive Board shall be called by the President. Special Executive Board meetings can be called upon the written request to the President of three (3) members of the Director.

## **ARTICLE VIII**

### **Parliamentary Authority**

The rules contained in the current edition of the Robert's Rules of Order, Newly Revised shall govern the Association in all cases to which they are applicable in which they are not inconsistent with these by-laws and any special rules of order the Association may adopt.

## **ARTICLE X**

### **Amendment of By-Laws**

These by-laws can be amended at any regular meeting of the Association by fifty percent (50%) plus one member in attendance, provided that the amendment has been submitted in writing at the previous regular meeting.