

**BYLAWS, RULES AND REGULATIONS OF THE  
ARKANSAS ASSOCIATION FOR MEDICAL STAFF SERVICES**

**ARTICLE I - NAME**

The name of the organization shall be the Arkansas Association for Medical Staff Services of the Arkansas Hospital Association; hereinafter referred to as the “State Association” and the “Association” respectively.

**ARTICLE II - PURPOSE AND OBJECTIVES**

The purpose and objectives of the State Association shall be to provide opportunities for continuing education, promote the improvement of professional knowledge and skills by uniting persons who are engaged in medical staff service activities through the State Association, and to support the mission statement of the National Association.

**ARTICLE III - MEMBERSHIP**

Membership in the State Association shall be categorized as Active, Associate and Honorary.

**Section 1. Eligibility for Active Membership Status:**

Candidates for active membership must be employed by an Arkansas Hospital Association member institution. Active membership in the State Association shall become effective upon approval by the State Association and the Arkansas Hospital Association.

Active members shall be those individuals having responsibility in medical staff activities. Active members are required to pay dues and shall be eligible to vote and hold office. Active members shall be encouraged to join the National Association Medical Staff Services.

**Section 2. Eligibility for Associate Membership Status:**

Associate membership in the State Association shall be available to an individual who is employed by an institution not eligible for membership in AHA, a health care provider, or health related agency whose professional duties include, but are not limited to:

- A. Medical staff services liaison
- B. Credentialing of practitioners and AHP professionals

Associate members shall be those individuals interested in the overall goals and objectives of the State Association. Associate members are required to pay dues, but shall not be eligible to 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 State Association. Honorary members shall not pay dues and shall not be able to hold office.

**Section 4. Termination of Membership**

Membership may be terminated by the Board of Directors of the State Association for failure to pay dues, and/or for noncompliance with the pertinent provisions of the State Association Bylaws and Association Regulations.

**ARTICLE IV - FEES AND DUES**

Annual dues of the members of the State Association shall be ten dollars (\$10) more than the personal membership dues to the Arkansas Hospital Association, but not to exceed the National Association Medical Staff Services dues. All funds paid to the State Association become the property of the Association. If the State Association is disbanded, any and all assets of the State Association will be forfeited to the National Association treasury.

**ARTICLE V - AFFILIATION**

**Section 1. Arkansas Hospital Association**

The Arkansas Association for Medical Staff Services shall be affiliated with the Arkansas Hospital Association and no action or policy of the State Association may conflict with any program or policy of the Arkansas Hospital Association while said affiliation is in effect.

**Section 2. National Association Medical Staff Services**

The Arkansas Association for Medical Staff Services shall be affiliated with the National Association Medical Staff Services under provisions determined and prescribed by the NAMSS Board of Directors. The president shall serve as liaison with the Board of Directors of the National Association.

**ARTICLE VI - OFFICERS**

**Section 1. Officers**

The officers of the State Association shall be the President, President Elect, Immediate Past President and Secretary/Treasurer. The President Elect shall automatically succeed the office of President.

**Section 2. Qualifications**

A candidate for office must be an Active member in good standing of the State Association and must be an Active member in good standing of the National Association. The offices of President and President Elect are strongly encouraged to be held by Certified Medical Staff Professionals as designated by the National Association Medical Staff Services.

**Section 3. Election of Officers**

Nominations for officers shall be made by the Nominating Committee. Nominees must consent to nomination. Election of officers shall be conducted by secret ballot mailed to State Association members with nominations for each office

listed. Write in nominations may be made. Election shall be by a simple majority of the members voting. Election results shall be announced at the Fall meeting of the State Association.

**Section 4. Term of Officers and Directors**

- A. **Officers.** The president shall serve for a term of one year, immediately following a term as president elect. The president elect and secretary/treasurer shall each serve for a term of one year. No member shall serve more than two consecutive terms. Officers shall take office at the close of the Fall meeting.
- B. **Directors.** Directors shall serve for a term of two years. No member shall serve more than two consecutive terms. Directors shall take office at the close of the Fall meeting.

**Section 5. Vacancies in Office**

Vacancies of office shall be filled by officers next in line or by appointment of the President in consultation with the State Association Board of Directors.

**Section 6. Removal of Officers**

Removal of a State Association Officer may be initiated by petition of an Active member in writing to the Board of Directors. An adverse recommendation must be approved by a two-thirds vote of all Active members.

**ARTICLE VII - DUTIES OF OFFICERS**

**Section 1. President**

The President shall be the Chief Executive Officer of the State Association, shall preside at all meetings, and shall serve as Chairperson of the Board of Directors. It shall be the President's duty to supervise the activities of the State Association, to present a report at the meetings, to appoint the chairs and members of committees, and perform such other duties as authorized by the Board.

If adequate funds are available, the State Association shall pay at least the registration fee for the President to attend the National Association Medical Staff Services Annual Meeting.

**Section 2. President Elect**

The President Elect shall act for the President in his/her absence and at the direction of the President. The President Elect shall serve as Chairperson of the Program Committee.

**Section 3. Immediate Past President**

The Immediate Past President shall act as consultant to the President and Board of Directions, and shall serve as Chairperson of the Nomination Committee and as a member of the Program Committee.

**Section 4. Secretary/Treasurer**

The Secretary/Treasurer shall keep accurate minutes of all meetings of the State Association and shall issue all duly authorized notices of meetings. The Secretary/Treasurer shall be the authorized representative who will act as the primary contact between the Arkansas Hospital Association and the State Association, and also act as Public Relations Liaison to the National Organization. The Secretary/Treasurer shall present the Financial Statement at each of the State Association meetings.

**Section 5. Board of Directors**

The Board of Directors shall be the officers of the State Association, the past president, and a representative from each district chapter. The Board shall have the authority to make policy decisions for the State Association and may act on any matters for the State Association, with the exception of amending the Bylaws. The actions of the Board of Directors shall be final except on appeal by the State Association membership. A quorum of a meeting of the Board of Directors shall be a simple majority.

**ARTICLE VIII - MEETINGS**

Meetings of the State Association shall be held at least semi-annually in the Spring and Fall. Dates to be determined by the Board of Directors.

Special meetings may be called by the President, the Board of Directors, or at the request of at least four (4) members of the State Association. The purpose of the meeting shall be stated in the call.

**ARTICLE IX - QUORUM**

A quorum at any meetings shall be the Active members present, in good standing.

**ARTICLE X - COMMITTEES**

The Board of Directors shall authorize the committees of the State Association. Committees shall be standing and special. The President shall appoint the chairpersons and members of all committees. The President shall be an ex-officio member of all committees, except the Nominating Committee.

**Section 1. Program Committee**

Duties shall be to plan the educational content, speakers, and frequency of the State Association meetings.

**Section 2. Membership Committee**

The President shall appoint a Membership Chairperson to promote the growth of the State Association.

**Section 3. Bylaws Committee**

Duties shall be to review the Bylaws at least bi-annually, for conformity with the National Association's Bylaws, and submit recommendations for revision to the membership for their consideration and approval.

**Section 4. Nominating Committee**

The Nominating Committee shall be composed of the Immediate Past President, who shall serve as chairperson, two members elected by the Active membership and by nominations from the floor, and one member appointed by the Board of Directors.

**Section 5. Special Committees**

Special committees may be appointed by the President for special projects as needed.

**Section 6. Parliamentary Authority**

The President/Committee Chairperson shall be responsible for the orderly running of the meeting to ensure topics are addressed, details are determined, follow-up is assigned, and actions voted by the majority are enforced. Motions made must be seconded for action to be taken.

**ARTICLE XI - REGIONAL CHAPTERS**

The regional chapters of the State Association shall consist of seven (7) districts, to coincide with the seven districts of the Arkansas Hospital Association, as follows: Arkansas Valley, Metro, North Central, Northeast, Northwest, Southeast and Southwest. Each district chapter will designate a liaison member to act on behalf of the chapter when reporting its activities to the State Association. These chapter designees will advise the State Association President of their scheduled meetings.

District chapters are encouraged to meet at least semi-annually at a time and place selected by the members. District chapters shall not charge a membership fee. Summary reports of these meetings may be submitted to the President of the State Association and presented at the State Association meetings as needed by the chapter liaison members.

**ARTICLE XII - OFFICIAL PUBLICATIONS**

Official publications of the State Association will be the statewide newsletter and *Synergy* (the National Association publication).

**ARTICLE XIII - FISCAL YEAR**

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

**ARTICLE XIV - SEAL**

The official seal shall bear the words “Arkansas Association for Medical Staff Services.”

**ARTICLE XVI - RULES AND REGULATIONS**

The Board of Directors may adopt such Rules and Regulations for the State Association as may be necessary for the efficient management of the Association.

APPROVAL

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ArkAMSS President	Date	NAMSS President	Date
Revised:	May 5, 1993		
Revised:	June 10, 1994		
Revised:	December 11, 1995		
Revised:	April 18, 1997		
Revised:	July 18, 1997		
Reviewed:	July 16, 1999		
Reviewed:	July 14, 2000		
Revised:	November 13, 2003		