



**MID-VALLEY CHAPTER
OF
CALIFORNIA ASSOCIATION MEDICAL STAFF SERVICES (CAMSS)
BYLAWS**

ARTICLE I. NAME

The name of the organization shall be the Mid-Valley Chapter of the California Association Medical Staff Services (CAMSS), governed by these bylaws and will not conflict with the bylaws of the California Association Medical Staff Services (CAMSS).

ARTICLE II. MISSION

The mission of the Mid-Valley Chapter is to provide an opportunity for continuing education at a local level and to promote the improvement of professional knowledge and skill by uniting individuals engaged in medical staff activities.

The Chapter shall provide a forum for educational activities, serve as a resource to the members within the Chapter and promote the purpose of membership in the State association.

ARTICLE III. FISCAL YEAR

The fiscal year shall be from June first (1st) through May thirty-first (31st) of the following year.

ARTICLE IV. MEMBERSHIP

Membership in the Mid-Valley Chapter shall include individuals engaged in administrative functions such as credentialing, privileging payer enrollment and other medical staff activities in healthcare related organizations. Members will be required to pay dues and be eligible to vote.

ARTICLE V. DUES AND FINANCE

If appropriate, dues will be established at the Mid-Valley Chapter annual business meeting. If dues are established, dues will be due and payable no later December 31st of the current year for the upcoming membership year, January 1st through December 31st. Failure to pay established dues by January 31st of the membership year will result in expiration of membership. Dues are non-refundable.



The financial status of the Chapter shall be prepared by the Chapter Treasurer and presented as an information item to the membership at each Chapter meeting. Annually, a financial audit of the Chapter records will be conducted and presented at the annual business meeting. Financial records will be kept a minimum of seven (7) years.

ARTICLE VI. OFFICERS

Officers shall consist of President, President-Elect/Education Chair, Secretary, Treasurer, Webmaster/Marketing and Immediate Past President/Membership Chair. The President-Elect shall automatically succeed to the office of President.

6.1 Officer Qualifications and Requirements

- A. Must be employed in the capacity of a medical staff professional or involved with functions of the medical staff in any health care entity and remain so throughout any current term of office or subsequent offices held as a result of holding prior office (i.e. Immediate Past President);
- B. Must reside in the State of California;
- C. Current Certified Professional Medical Services Management (CPMSM) or Certified Provider Credentialing Specialist (CPCS) certification issued by the National Association Medical Staff Services (NAMSS) required for the President and President-Elect, preferred for other officers;
- D. Maintain active membership in this Chapter;
- E. The President and President-Elect must maintain active membership with CAMSS;
- F. The Chapter President may not simultaneously hold the office of President or President Elect with the California Association Medical Staff Services (CAMSS) or the National Association Medical Staff Services (NAMSS);
- G. The President-Elect shall have had, at a minimum, two (2) years of experience on the Board of Directors; and
- H. Attendance at 75% of Chapter meetings, unless excused for good cause by the President or designee.

6.2 Duties of Officers

- A. *PRESIDENT:*
 - 1. Serve as presiding officer at all general meetings of the Chapter.
 - 2. Perform, or appoint a designee, to perform an annual audit of Chapter financial records.
 - 3. Automatically succeed to the Office of Immediate Past President.
- B. *PRESIDENT-ELECT:*
 - 1. Serves as Education Program Coordinator.



2. In the absence of, or because of incapacity of the President, perform the duties and assume the responsibilities of the President.
3. Automatically succeed to the Office of President.

C. SECRETARY:

1. Maintain custody of, and preserve, all documents and property of the Chapter.
2. Record minutes of all meetings.
3. Send notices/invitations for all meetings and manage related correspondence, including registration.
4. Respond to/disposition of all Chapter correspondence.
5. Forward required documentation to the Regional Representative.
6. Submit information for the Chapter Section of the CAMSS website.

D. TREASURER:

1. Responsibility and custody for all funds and securities of organization.
2. Receive and give receipts for money and deposit all such monies in the name of Mid-Valley Chapter.
3. Pay expenses as authorized by the membership.
4. Report at each meeting.

E. IMMEDIATE PAST-PRESIDENT:

1. Serve as the Membership Chairperson.
2. Respond to membership inquiries about the Chapter.
3. Act as ambassador to members.
4. Maintain membership roster.

F. WEBMASTER/MARKETING

1. Maintain & update website
2. Produce all marketing flyers

6.3 Elections

All elected officers will be nominated by and elected by a simple majority of voting Chapter members present at the meeting prior to the end of the current term of office and shall become effective June first (1st) The President and President-elect, upon completion of their terms shall automatically succeed to the offices of Immediate Past President and President respectively. The role of Treasurer and Webmaster/Marketing will be an appointed position.



6.4 Term of Office

Officers shall be elected for a term of two (2) years from June first (1st) through May thirty-first (31st) of the second year.

6.5 Vacancy in Office

A vacancy in the office of President shall be filled by the President-Elect. Vacancies, except for, the office of President-Elect, shall be filled by a Chapter member who is appointed by the Chapter Board of Directors to complete the unfinished term. Vacancy of the President-Elect position will be filled through the nomination process and a simple majority vote of Chapter members at the next convening meeting. Nominations and voting can also take place by email or electronic ballot.

6.6 Removal of Officers

If an Officer fails to satisfactorily perform the duties of the office, the Board of Directors may, by unanimous vote, request a resignation.

ARTICLE VII. BOARD OF DIRECTORS

The Board of Directors shall consist of the President, President-Elect, Secretary, Treasurer, Immediate Past President and Webmaster/Marketing. They will meet as needed to conduct business in between Chapter meetings at the call of the Chapter President. The Board of Directors shall act on behalf of the Chapter; make policy and procedure decisions; plan the agenda and programs offered by the Chapter and act on the financial business of the Chapter.

ARTICLE VIII. MEETINGS

The Chapter shall meet at least biannually. At the annual business meeting officers may be elected, dues may be established and changes to the bylaws will be reviewed as necessary. Records of minutes and meeting attendance shall be maintained electronically for at least three (3) years. Financial records will be maintained for seven (7) years.

The Chapter maintains liaison with the CAMSS Board of Directors by submitting to the California Association Medical Staff Services Northeast Regional Representative a roster of active members annually, and upon request, a copy of Chapter minutes, amendments to Chapter Bylaws and election results.



ARTICLE IX. QUORUM

A quorum to conduct business at the meeting shall consist of a simple majority of active Chapter members present.

ARTICLE X. CHAPTER REPRESENTATION AT THE ANNUAL CAMSS EDUCATIONAL FORUM

The Mid-Valley Chapter Board of Directors will vote to approve one representative, the Chapter President or President-Elect, to attend the annual CAMSS Educational Forum. The Chapter will pay registration fees unless the fees are sponsored by CAMSS or reimbursed by an employer. The Mid-Valley Chapter Board of Directors will also vote to approve reimbursement costs for travel and lodging expenses when expenses are not covered by an employer.

ARTICLE XI. AMENDMENTS

These bylaws may be amended, altered, or repealed by a simple majority vote of the voting membership present at the meeting. The bylaws shall be reviewed at least every other year.

ARTICLE XII. PARLIMENTARY AUTHORITY

Meetings do not have to be conducted according to parliamentary procedure; however, any challenges shall be resolved by referencing Roberts Rules of Order Newly Revised Edition.

ARTICLE XIII. DISBANDMENT

In the event the Chapter disbands, assets will be dispersed as follows: Funds shall be disbursed to the CAMSS scholarship fund. If there is no CAMSS scholarship fund, then funds will be disbursed to the National Association of Medical Staff Services (NAMSS) scholarship fund.

ARTICLE XIV. ADOPTION

The foregoing Bylaws were adopted and amended by unanimous vote by the Mid-Valley Chapter Members 11/02/2022 and by CAMSS Board of Directors on 12/12/2022.