ARTICLE 1
NAME
The name of the association shall be the Indiana Association of Medical Staff Services (INAMSS), (herein referred to as the State Association) governed by these Bylaws.

ARTICLE 2
PURPOSE
The purpose shall be to provide a forum for educational activities at a local level. The mission of the Indiana Association of Medical Staff Services is to:

2.1 Promote a positive and professional image for the credentialing and medical staff service professional.

2.2 Provide opportunities for networking.

2.3 Create an atmosphere to promote an understanding of the continuous changes in the organizational structure of healthcare.

2.4 Advocate the expertise of the Medical Staff Professional.

2.5 Stimulate professional educational activities through formalized workshops and programs to improve skills and competence.

2.6 Support the mission and activities of NAMSS.

ARTICLE 3
STRUCTURE
The State Association shall be nonprofit, nonunion, nonpartisan and nonsectarian and shall have the right to establish and control its activities through its elected officers. Organized local chapters shall petition the State Board of Directors for recognition. The purpose shall be to provide a forum for educational activities at a local level. Bylaws for Chapters of State Associations shall not be in conflict with the Bylaws of the State Association or NAMSS. INAMSS fiscal year is a term that runs from January 1 through December 31.

ARTICLE 4
MEMBERSHIP
Members are to adhere to the NAMSS code of ethics and refrain from conduct injurious to the association or its purpose. No individual shall be denied appointment on the basis of sex, race, creed, religion, disability or national origin. The Board of Directors shall, at its discretion, create membership categories in addition to those defined herein:

4.1 Active
Active members shall consist of individuals actively involved in credentialing, privileging, practitioner or provider organizations and/or regulatory compliance in the healthcare industry. Active members shall pay dues. They shall be eligible to vote and hold office as defined within these Bylaws and in compliance with the regulations listed under the Board of Directors.
ARTICLE 6

MEMBERSHIP MEETINGS
Meetings of the membership shall be held on dates and places as determined by the Board of Directors. INAMSS shall meet at least three (3) times per year. Notice of the meeting shall be provided to the membership not less than thirty (30) days prior to the meeting. Ten (10) members shall constitute a quorum.

ARTICLE 7

DUES
Annual dues for membership are due and payable at an amount set by the Board of Directors and in accordance with the Dues Policy, and shall not be higher than NAMSS dues.

OFFICERS

Definitions
The Officers shall include the President, President-Elect, Vice President-Elect, Immediate Past President, Secretary, and Treasurer. In addition, the IHA Representative shall serve as an ex-officio member of the Board.
The duties of each Officer are outlined in the Policies and Procedures of the State Association.

7.2 Eligibility
Any Active member is eligible to serve as an Officer in the State Association. It is recommended that Officers be CPMSM and/or CPCS certified.

7.3 Election
All Officers, except for the Immediate Past President and the President shall be elected bi-annually by the voting membership in accordance with State Association policy on nominations and election. The President and President-Elect, upon completion of their term, shall automatically succeed to the offices of Immediate Past President and President respectively.

ARTICLE 8
BOARD OF DIRECTORS

8.1 General Powers and Duties
The State Association shall be governed by its Board of Directors in accordance with these Bylaws.

8.2 Composition
The Officers shall serve as the Board of Directors with vote. Appointed advisors shall serve in an ex-officio capacity without vote. A majority of the Board of Directors must be elected by the state membership.

8.3 Term of Office
A Board member shall not hold more than one position at a time. The President shall serve for one term only, with the President-Elect automatically succeeding to the office of President. The President’s term on the Board of Directors shall coincide with the term of office as President. A candidate for the Board should be a Certified Professional in Medical Services Management (CPMSM), or Certified Provider Credentialing Specialist (CPCS), or an individual who is interested and dedicated to the profession and is an active member of NAMSS.

8.4 Election of Officers
The election of officers shall comply with the Nominating Committee Policy and take place by mail, fax, or electronic ballot. The term of office for President, President-Elect, Immediate Past President, Secretary, and Treasurer shall be two years, which shall begin at a time set by the Board of Directors.

8.5 Removal
The Board of Directors, by a two-thirds vote, may remove any officer, chair, board of council member, for conduct detrimental to the interests of the association or its membership, or if the officer is suffering from a physical or mental infirmity that renders the individual incapable of fulfilling the functions of that office. The individual will be sent a certified written notice at least ten days prior to the date of when the vote will take place. The individual shall be afforded the opportunity to respond prior to the vote on such removal. The removal shall be effective when approved
BYLAWS OF THE
INDIANA ASSOCIATION OF MEDICAL STAFF SERVICES (INAMSS)

by the Board. An officer, board or council member who is found to no longer meet any of the qualifications for the position shall automatically relinquish his/her office.

8.6 Vacancies
If there is a vacancy in the office of the President prior to the expiration of the President’s term, the President-Elect shall assume the duties and authority of the President for the remainder of the unexpired term. If there is a vacancy in any other office, the Board of Directors, upon the recommendation of the President, shall appoint another member possessing the appropriate qualifications to serve out the remainder of the unexpired term.

8.7 Conflict of Interest
In any instance where an officer, or member of the Board has or reasonably could be perceived to have a conflict of interest or bias in any matter involving an issue that comes before such a meeting, or any instance where any such individual brought the complaint or issue forth, such individual shall not participate in the discussion or voting on the matter, although that individual may be asked, and may answer, any questions concerning the matter. As a matter of procedure, the chair shall inquire, prior to any discussion of that matter, whether any member has any conflict of interest or bias. The existence of a potential conflict of interest or bias may be called to the attention of the chair by any board member with knowledge of the matter.

8.8 Meetings
Meetings shall be held at such times, dates, and places as determined by the Board of Directors. Special meetings of the Board may be called by a majority of the Board of Directors or by a written request of any voting Board Member.

ARTICLE 9
COUNCILS/COMMITTEES
The Councils/Committees shall be duly constituted and appointed by the Board of Directors. A list of those Councils/Committees, including composition and functions, are outlined in the Policies and Procedures.

Standing committees are as follows:
- Membership Committee
- Bylaws Committee
- Nominating Committee
- Program Committee
- Website Committee

ARTICLE 10
PARLIAMENTARY AUTHORITY

ARTICLE 11
DISSOLUTION
Upon dissolution of the State Association, the assets shall be distributed as follows:
BYLAWS OF THE
INDIANA ASSOCIATION OF MEDICAL STAFF SERVICES (INAMSS)

- All liabilities and obligation of the organization will be paid, satisfied, and discharged.
- All remaining funds will be used to promote the medical services profession, such as donations to other states or the National Association who regularly promotes educational conferences, or donations to state scholarship funds.

ARTICLE 12
AMENDMENTS
All proposed amendments of these bylaws shall be referred to the Board of Directors. The Board of Directors shall report on them either favorably or unfavorably at the next regular meeting, or a conference call or a special meeting called for such purpose. They shall be voted upon at that meeting or conference call. A request for changes shall be disseminated to the voting members for vote. The Bylaws may be amended by a two-thirds vote of the ballots returned within the time specified by the Board of Directors. These Bylaws may not be unilaterally amended by either the members or by the Board of Directors. The Bylaws will be reviewed and approved in accordance with the NAMSS Bylaws Committee policy.

The Board of Directors shall have the power to adopt such amendments to the Bylaws as are in the Board's judgment technical or legal modifications, clarifications or renumbering, or amendments made necessary because of punctuation, spelling or other errors of grammar or expression. Such amendments shall be effective immediately.

ARTICLE 13
POLICIES AND PROCEDURES
Policies and procedures and other documents, as may be necessary to implement more specifically the general principles of conduct found in these Bylaws, shall be adopted in accordance with this Article. Policies and Procedures shall set standards of practice required for the State Association.

Policies and Procedures may be adopted, amended, repealed or added by vote of the Board of Directors at any regular or special meeting, or by conference call, provided that copies of the proposed amendments, additions or repeals are provided to the Board prior to being voted upon. 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 periodically by the Board, in accordance with the Bylaws Policy.

Adopted by the Indiana Association Medical Staff Services on 2-14-11
Approved by the National Association Medical Staff Services on 9-20-11
Revisions approved by the Indiana Association of Medical Staff Services on 6-1-15
Reviewed by the National Association Medical Staff Services on 6-8-15