

KANSAS ASSOCIATION MEDICAL STAFF SERVICES, INC.

Bylaws Manual



BYLAWS

ARTICLE I

NAME

The name of this organization shall be the Kansas Association Medical Staff Services, Inc., hereinafter referred to as KAMSS, and shall be governed by its Board/Officers in accordance with these Bylaws.

ARTICLE II

PURPOSE

Section 1

The purpose of KAMSS shall be:

- a. to provide an organized structure at the state level for members to work together in areas of interest;
- b. to provide educational programs;
- c. to serve as a resource for medical staff services and provider enrollment;
- d. to provide a channel of communication between the National Association Medical Staff Services, hereinafter referred to as NAMSS and KAMSS and,
- e. to supports the mission and activities of NAMSS.

ARTICLE III

OBJECTIVE

The objective of KAMSS shall be to provide the opportunity for continuing education and to promote the improvement of professional knowledge and skill by uniting persons who are engaged in medical staff activities.

ARTICLE IV

STRUCTURE

Section 1

KAMSS shall be non-profit, non-union, non-partisan, and non-sectarian and shall have the right to establish and control its activities through its elected officers.

Section 2

KAMSS may be composed of chapters throughout the State of Kansas. These chapters shall operate in conformity with the Bylaws of KAMSS. Local Chapters shall provide their minutes to the State Chapter for recordkeeping once they have been approved by their local membership.

Section 3

KAMSS shall not limit the size of its active membership.

ARTICLE V

MEMBERSHIP

Membership in KAMSS shall be by individual person and categorized as Active, Affiliate/Associate, and Honorary. All members of KAMSS and its local chapters are encouraged to be members of NAMSS. Members are to adhere to KAMSS and NAMSS Code of Ethics and refrain from conduct injurious to the associations or their purposes. No individual shall be discriminated against any individual or entity on the basis of age, gender, race, religion, disability, nationality, creed, socioeconomic status, or any other protected classification. The Board of Directors may, at its discretion, create additional membership categories.

Section 1

Active

Active members may consist of individuals actively involved in credentialing, privileging, practitioner or provider enrollment, healthcare organizations (BCBS, UHC, etc.) regulatory compliance and/or others in the healthcare industry. Active members shall pay dues and are eligible to vote and hold office in compliance with regulations listed under the Officers.

Section 2

Affiliate/Associate

Affiliate/Associate members shall consist of former active members who no longer meet the criteria for membership, who support KAMSS, or are full-time students enrolled in a health-related field. Affiliate/Associate members shall pay dues but are not eligible to vote or hold office; however, they may serve in an advisory position.

Section 3

Honorary

Honorary membership may be awarded at the discretion of the Board to those individuals who have contributed to the advancement of the goals of KAMSS. Honorary members can attend meetings but shall not be required to pay dues and shall not be eligible to hold office or vote.

Section 4 Termination of Membership

The Board may vote to expel a member for conduct injurious to KAMSS or its purposes. Any member who has been recommended for such action shall be entitled to a 30-day notice to submit a response to the Board.

Section 5 Reinstatement

Upon written request of a former member whose membership was terminated pursuant to Article V, Section 4, reinstatement may be granted by majority vote of the Board after a minimum of 365 days post termination.

Section 6 Transfer of Membership

If a company pays for a membership and have staff changes, then the KAMSS membership is not transferable or re-assignable.

ARTICLE VI

DUES

Section 1

Annual dues for membership shall be paid pursuant to Article V, Due Policy payable in an amount established by the Board of. Annual dues of KAMSS may not be higher than NAMSS.

ARTICLE VIII

OFFICERS

Section 1

Officers

The Officers shall consist of the President, President-Elect, Immediate Past President, Secretary and Treasurer who shall serve as the Board. The President-Elect shall automatically succeed to the office of President.

Section 2

Eligibility

- a. A candidate for office in KAMSS must be an active member of KAMSS.
- b. President and President-Elect must each be a member of NAMSS or become a member within 30 days following his/her election to office.
- c. Members who are consultants or vendors (jointly, supply or sell products or services to other Active members or their employers) may not serve on the Board as an officer or chair a committee or task force.

Section 3

Removal of Officers

The Board, by a majority vote, may remove any officer for conduct detrimental to the interests of KAMSS or its membership, if the job description of the office and the officer is not meeting the description of the duties. The individual is given notice by phone call and then followed up by email. Notice at least ten (10) days prior to the date of when the vote will take place. The individual -is requested to respond prior to the vote on such removal. The removal is effective when approved by the Board. An officer, who is found to no longer meet one or more of the qualifications for the position, shall automatically relinquish his/her office.

Section 4

Vacancies

Vacancies, except President-Elect, may be appointed by the Board to fill the unexpired term. Vacancy of the office of President-Elect shall be filled by vote of the active membership. If the vacancy occurs in the position of President-Elect within the last six (6) months of the term, the Board shall assume the duties of this office until an election

can be held.

If for any reason the Immediate Past President is unable to complete the term of office, the President will assume the duties for this office with the assistance of the other remaining members of the board.

Section 5

Conflict of Interest

In any instance where an officer 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 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 Board 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 any board with knowledge of the matter.

ARTICLE IX

DUTIES OF OFFICERS

The duties of each Officer are outlined in the Policies and Procedures of KAMSS.

ARTICLE X

Section I

GENERAL MEETINGS QUORUM

Meeting Frequency

Meetings of the membership shall be held, at such date, time and place as determined by the Board. Meetings of the membership shall be held at least annually at such time, date and place as determined by the Board. Notice of the meeting shall be provided to the membership not less than thirty (30) days prior to the meeting.

Section 2

Quorum

The quorum for general meetings shall be the active members present in good standing. A majority of the voting members of the Board shall constitute a quorum for the transaction of business at any meeting of the Board.

ARTICLE XI

Section 1

COMMITTEES

KAMSS shall have such committees as established by the Board.

ARTICLE XII

FISCAL YEAR

The fiscal year of KAMSS shall be November 1 through October 31 of each year.

ARTICLE XIII

SEAL

Any official seal, stationery and membership certificates shall bear the words Kansas Association Medical Staff Services and have the sunflower logo

ARTICLE XIV

AMENDMENTS

Proposed amendments of these Bylaws may be initiated by any active member of KAMSS and shall be referred to the Board. Neither the membership nor the Board may unilaterally amend the Bylaws. Notice of proposed amendments will be emailed to all active members at least fifteen (15) days prior to vote to allow for comments. To be adopted, an amendment must receive two-thirds of the votes cast within the time specified by the Board. The Board shall report on the proposed amendments either favorably or unfavorably at the next regular meeting of KAMSS, or through email to active members. Amendments so adopted shall be effective when approved by NAMSS. The Board shall have the power to adopt such amendments to the Bylaws as are, in the Board's judgment, technical or legal modifications or 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 XV

PARLIAMENTARY AUTHORITY

Parliamentary authority shall be Roberts' Rules of Order, Newly Revised for all meetings of general membership, Board, and committees.

ARTICLE XVI

POLICY AND PROCEDURES

The Board may adopt such Policy and Procedures as necessary for the efficient management of KAMSS. They may be amended and approved the Board.

ARTICLE XVII

DISSOLUTION

In the event of a dissolution or final liquidation of KAMSS, its remaining net assets shall be distributed to such nonprofit corporations or associations as are exempt for Federal Income Tax under Section 501(c) of the Internal Revenue Code, as the Board in the exercise of its discretion may determine, and no part of such net assets may inure to the benefit of any individual member or person.

ARTICLE XVIII

INDEMNIFICATION

All officers, Board members, committee members, and individuals who are authorized to act for and on behalf of KAMSS in their responsibilities and activities pursuant to these Bylaws, shall be indemnified, to the fullest extent permitted by law, upon approval of the appointment and/or election of the individual by the Board.

Initially Adopted by the Kansas Association Medical Staff Services on October 13, 1989

Revised and Approved on: January 31, 1997

February 19, 1999

May 21, 1999

May 18, 2001

May 16, 2003

Nov. 4, 2005

Feb. 29, 2008

November 18, 2011

March 17, 2023

July 15, 2025



Approved by NAMSS Bylaws, Policies and Procedures Committee in October 2012