

**BYLAWS OF THE  
INDIANA ASSOCIATION OF MEDICAL STAFF SERVICES (INAMSS)**

---

**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.

**AFFILIATION**

The State Association supports the mission and activities of the National Association Medical Staff Services.

**ARTICLE 2.      PURPOSE & MISSION**

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:

- Promote a positive and professional image for the medical services professional.
- Provide opportunities for networking.
- Create an atmosphere to promote an understanding of the continuous changes in the organizational structure of healthcare.
- Advocate the expertise of the Medical Services Professional.
- Stimulate professional educational activities through formalized workshops and programs to improve skills and competence.

**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. INAMSS will follow the NAMSS code of professional conduct. 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:

# BYLAWS OF THE INDIANA ASSOCIATION OF MEDICAL STAFF SERVICES (INAMSS)

---

## **Section 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 who are not in direct competition with the products and services offered by the State Association. Active members shall pay dues. They shall be eligible to vote and hold office as defined within these Bylaws.

## **Section 4.2** Affiliate:

Affiliate members shall consist of former active members who do not meet criteria for active membership, but support NAMSS and INAMSS organizations, or full-time students enrolled in a health-related field. Affiliate members pay dues but are not eligible to vote or hold office; however, they may serve in an advisory position.

## **Section 4.3** Honorary Members:

Honorary members shall consist of members deemed deserving of membership by virtue of their outstanding reputation, noteworthy contributions to INAMSS, or their previous longstanding service to INAMSS, and who continue to exemplify high standards of professional and ethical conduct.

Honorary membership is determined and approved by the Board of Directors. Honorary members do not pay dues and are not eligible to vote or hold office or chair a committee; however, they may serve in an advisory position to a committee.

## **Section 4.4** Termination of Membership:

The Board of Directors may, by affirmative vote of 51% voting members of the Board, expel a member for conduct injurious to the State Association or its purposes. Any member who has been recommended for such action shall be entitled to reasonable advance notice of the basis for such action and the opportunity to submit a response to the Board prior to the Board's action on the matter, all in accordance with procedures adopted by the Board.

## **Section 4.5** Reinstatement of Membership:

Upon written request of a former member whose membership was terminated pursuant to Article 4, Section 4.4, the Board of Directors may, by affirmative vote of 51% voting members of the Board, reinstate such former member to membership upon such terms as the Directors deem appropriate.

## **Section 4.6** Transfer of Membership:

Membership in INAMSS is not transferable or assignable.

## **Section 4.7** Eligibility:

Members who are consultants or vendors (jointly defined as those who regularly distribute, supply or sell products or services to other Active members or their employers) may not serve on the Board of Directors as an officer or chair a committee or task force.

## **ARTICLE 5. 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.

**BYLAWS OF THE  
INDIANA ASSOCIATION OF MEDICAL STAFF SERVICES (INAMSS)**

---

**ARTICLE 6. ANNUAL 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.

**ARTICLE 7. OFFICERS**

**Section 7.1 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.

**Section 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.

**Section 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**

**Section 8.1 General Powers and Duties:**

The State Association shall be governed by its Board of Directors in accordance with these bylaws.

**Section 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.

**Section 8.3 Term of Office:**

A Director / Officer 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 Secretary/Treasurer shall serve for a two-year term and may be reelected to a second consecutive term. It is recommended that a candidate for the Board 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.

**Section 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, Vice President-Elect, Secretary, and Treasurer shall be two years, which shall begin at a time set by the Board of Directors

# BYLAWS OF THE INDIANA ASSOCIATION OF MEDICAL STAFF SERVICES (INAMSS)

---

## **Section 8.5** Removal:

Any Director/Officer may be removed by an affirmative vote of two-thirds voting members of the Board whenever in the Board's judgement the best interests of the State Association will be served by such removal. Any Director/Officer who has been recommended for removal shall be entitled to reasonable advance notice of the basis for same and the opportunity to submit a response to the Board prior to the Board's action on the matter, all in accordance with procedures adopted by the Board.

## **Section 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 are vacancies on the Board of Directors these shall be filled by appointment of the Board upon recommendation of the President.

## **Section 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.

## **Section 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
- Education Committee
- Website Committee
- Scholarship Committee

## **ARTICLE 10. PARLIAMENTARY AUTHORITY**

Parliamentary authority shall be Robert's Rules of Order Newly Revised Edition.

**BYLAWS OF THE  
INDIANA ASSOCIATION OF MEDICAL STAFF SERVICES (INAMSS)**

---

## **ARTICLE 11. DISSOLUTION**

Upon dissolution of the State Association, the assets shall be distributed as follows:

- 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 promote 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 Membership:**

2/14/2011

**Amended and Approved by Membership:**

6/01/2015, 10/29/2021, 4/22/2022

**NAMSS Reviewed & Accepted:**

9/20/2011, 6/08/2015, 6/22/2022

**Technical/Legal revisions by the BOD:**

**BYLAWS OF THE  
INDIANA ASSOCIATION OF MEDICAL STAFF SERVICES (INAMSS)**

---

The Indiana Association of Medical Staff Services (INAMSS) Bylaws was approved and adopted by the Board of Directors.

By: Anne Willhite  
INAMSS President

Date: 04/22/2022

The NAMSS Bylaws Committee has determined that the Indiana Association Medical Staff Services Bylaws fulfill and/or address all of the recommended elements of State Bylaws.

By: \_\_\_\_\_  
NAMSS Bylaws Chair

Date: 06/22/2022