



# **Chapter By-Laws**

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BYLAWS  
of the American College of Healthcare Executives of Middle Tennessee,  
an independent Chapter of the  
American College of Healthcare Executives

## ARTICLE I – NAME

### Section 1: Name.

The name of the Chapter shall be the American College of Healthcare Executives of Middle Tennessee (“ACHEMT”), and shall include, for purposes of uniformity, “an independent Chapter of the American College of Healthcare Executives”. Hereinafter in these bylaws it will be identified as the “Chapter”. The American College of Healthcare Executives will be identified as “ACHE”.

## ARTICLE II – MISSION AND AFFILIATION

### Section 1: Mission.

The mission of the Chapter, in the territory designated by ACHE, is to be the premier professional membership society for healthcare leaders from the entire healthcare spectrum; to meet its members’ professional, educational, and leadership needs; to promote high ethical standards and conduct; to advance healthcare leadership and management excellence; and to promote the mission of ACHE.

### Section 2: Affiliation with ACHE.

So long as this Chapter remains a Chapter of the ACHE, the Chapter shall operate in accordance with the ACHE chapter agreement in force at that time.

Chapter Bylaws shall be further enacted as necessary to satisfy any governmental regulations. Any disbursement of funds shall be for services rendered to or for the benefit of the Chapter in meeting its purpose. All such payments shall be made in accordance with the Bylaws.

### Section 3: Organizational Identity.

The Chapter is a distinct, separate entity from ACHE. The Chapter is therefore responsible for maintaining the Chapter's financial records, filing appropriate notices and forms with state and federal authorities, and maintaining necessary insurance coverage for the Chapter except where specific arrangements have been made for ACHE to serve as the Chapter's registered agent. ACHE shall not be liable for the debts and obligations of the Chapter. The Chapter shall not be liable for the debts and obligations of ACHE.

## ARTICLE III – MEMBERSHIP

### Section 1: Eligibility.

All ACHE affiliates located within the chapter's assigned geographic territory shall be members of the Chapter. Only ACHE affiliates are eligible to hold membership in the Chapter.

### Section 2: Establishment of Membership.

Membership in this Chapter shall become effective when ACHE assigns an ACHE affiliate to the Chapter based on the location of the affiliate in accordance with the procedures of ACHE.

### Section 3: Categories of Membership.

Membership categories in this Chapter shall be the same as the ACHE membership categories in effect, which may change from time to time.

### Section 4: Resignation.

A member may resign at any time, by providing written notice to ACHE.

## ARTICLE IV – DUES

### Section 1: Dues.

The Chapter shall not charge dues for membership in the Chapter. Dues shall be charged by and paid to ACHE in accordance with the dues schedule in force at the time.

### Section 2: Nonpayment of Dues.

Membership shall be suspended for nonpayment of dues at a time consistent with and in accordance with, the policies and procedures of ACHE.

## ARTICLE V – MEETINGS OF MEMBERS

### Section 1: Meetings of Members.

The meetings of the Chapter membership shall be conducted in accord with Robert's Rules of Order Newly Revised (latest edition) when the latter are not in conflict with these bylaws, or the Articles of Incorporation of the Chapter.

### Section 2: Business Meetings.

The Chapter shall conduct an annual business meeting and such other meetings of members as determined by the Chapter Board.

### Section 3: Notice of Meetings.

Written notice via US Postal Service or electronically to the email address on record with ACHE and/or the Chapter stating the place, day and hour of the meeting shall be delivered to each member of record entitled to vote at such meeting, not less than 5 nor more than 60 days before the date of the meeting, by or at the direction of the President, Secretary or Treasurer.

### Section 4: Eligibility to Vote.

Only Chapter members shall have the right to vote. Members may not vote by proxy. The Chapter may utilize any method of voting that is secure, relatively convenient to use by voting Members, and auditable.

### Section 5: Quorum.

A quorum shall consist of a majority of the Chapter Board and a minimum of five other active members.

### Section 6: Special Business Meetings.

The Chapter Board may call special business meetings. Special business meetings shall be limited to consideration of subjects listed in the official call for such meetings unless otherwise ordered by unanimous consent of the eligible voting members present and voting.

## ARTICLE VI – CHAPTER BOARD OF DIRECTORS

### Section 1: Administration.

The administration of this Chapter shall be managed by elected officers and directors that will be called the Chapter Board. The Chapter Board shall have authority and responsibility for supervising the general operation of the Chapter Board in meeting its mission as stated in Article II.

### Section 2: Eligibility of Directors.

Directors must be members of the Chapter and, unless specifically exempted by the Board of Directors, must have completed one year of membership in the Chapter.

### Section 3: Eligibility of Officers.

Officers must be members of the Chapter and, unless specifically exempted by the Board of Directors, must have completed one term as Director in the Chapter.

#### Section 4: Board Composition.

The Chapter Board shall consist of at least seven (8) elected Officers (Executive Committee), as specified in Article VI, section 10, and at least ten (10) elected Directors. In addition, any Regent of ACHE who is a member of the Chapter shall be an ex officio, voting member of the Chapter Board. In addition, Tennessee Hospital Association (THA) will have one member of the Chapter as an ex officio, voting member of the Chapter Board. Additional student representatives are non-voting board-appointed representatives of local universities. Although multiple student representatives may be appointed, each institution may be represented by only one (1) student representative.

#### Section 5: Chapter Board Meetings.

Regular meetings of the Chapter Board shall be held at least two (2) times during a year at such time, place, and mode of meetings as the Chapter President may determine. The Chapter President or any 3 other Board members may also call special meetings of the Board.

#### Section 6: Notice.

Notice of any regular or special meeting of the Board of Directors shall be given to each Director 10 days prior to the meeting. Any director may waive notice of any meeting.

#### Section 7: Quorum.

One-half of the voting members of the Chapter Board shall constitute a quorum for any vote. In matters of conflict of interest in which an Officer or Director is the subject, the Officer or Director shall not be allowed to vote. Should a Board Member have any conflict of interest on a topic being voted upon, they should voluntarily state their conflict of interest and shall recuse themselves of voting.

#### Section 8: Action of the Chapter Board.

Except as otherwise provided by law, the Articles of Incorporation, or these Bylaws, the act of a majority of those Directors present in person at a meeting, teleconference call or by other electronic means at which a quorum is present, shall be the action of the Chapter Board. The Chapter Board may not vote by proxy. In the event of a tie vote, the Chapter Board President shall break the tie.

## Section 9: Term of Office.

The term of Directors shall commence on January 1st and shall continue for a period of two years, or until replaced by a subsequent election. The terms of Directors shall be staggered such that no more than one half of the Directors shall commence their terms on the same date. The term of office for Officers shall commence on January 1st and shall continue for a period of one year, or until replaced by a subsequent election. Directors and Officers may not serve consecutive terms unless said Officer or Director is filling a role that is different from the previous role, i.e. going from a Director role to an Officer role, etc. or the Nominating Committee and the Board determines that it is in the best interest of the Chapter for that individual to serve in the same role for an additional term or portion of a term. In the event of a vacancy, the Chapter Board shall appoint an eligible member to fulfill the remainder of the term.

## Section 10: Chapter Officers and Board Members.

1 The Chapter shall have eight Chapter Officers, as follows:

1.1 Chapter President. The Chapter President shall be the chief executive of the Chapter, shall convene and preside over meetings of the Chapter Board or Meetings of Members, and shall serve as liaison with ACHE.

1.2 Chapter President-elect. The Chapter President-elect shall substitute for the Chapter President in his or her absence or inability to serve and shall prepare plans for his or her term of office. The Chapter President-elect shall advance to Chapter President at the completion of the preceding Chapter President's term of office without an election once elected to the office of Chapter President-elect.

1.3 Chapter Secretary. The Chapter Secretary shall be responsible for the maintenance of all corporate records, minutes, and documents in coordination with the President. The Chapter Secretary is responsible for coordinating meeting agendas, Board packets, and meeting logistics (location, meeting communication/appointments, catering, clean up).

1.4 Chapter Treasurer. The Chapter Treasurer shall be responsible for annual budgets and the preparation of periodic financial statements, accounts receivable and accounts payable.

1.5 Chapter Treasurer-elect. The Chapter Treasurer-elect shall assist the Treasurer and advance to Chapter Treasurer at the completion of the preceding Chapter Treasurer's term of office without an election once elected to the office of Chapter Treasurer-elect.

1.6 Chapter Vice President. The Chapter Vice President shall be responsible for Chapter volunteer coordination and in coordinating the cross-committee coordination and communication activities.

1.7 Immediate Past Chapter President. The Immediate Past Chapter President shall serve as advisor to the Chapter President and insure continuity from one year to the next. The Immediate Past Chapter President shall serve on the nominating committee and be available for special projects at the request of the Chapter President.

1.8 Immediate Past Treasurer. The Immediate Past Treasurer shall serve as an advisor to the Treasurer and Treasurer-elect and insure continuity from one year to the next. The immediate Past Treasurer will serve on the Finance Committee and assist with continuous process improvement efforts.

## 2.0 Directors

Directors will include the following:

2.1 At-Large Director(s). Two At-Large Directors will be elected and serve 2-year terms. At-Large Directors will be elected positions.

2.2 ACHE Regent. Any Regent of ACHE who is a member of the Chapter shall be an ex-officio voting member of the Board.

2.3 THA Director. One At-Large Director will be an ACHE member, approved and proposed by the THA President, and approved by the ACHMT Board to serve a 2-year term.

Committee Directors include a Chair and Chair Elect. The Chair and Chair Elect are accountable for planning and execution of the duties of the Committee they oversee. Committee Directors are elected. Terms are Two Years (one year as chair-elect and one year as chair).

2.3 Membership Chair and Membership Chair-elect.

2.4 Program Chair and Program Chair-elect.

2.5 Communication Chair and Chair-elect

2.6 Sponsorship Chair and Chair-elect

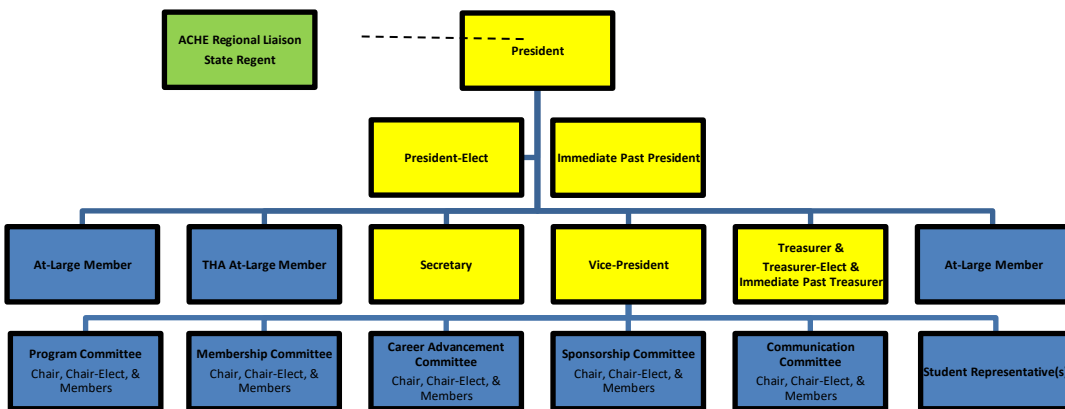
2.7 Career Advancement Chair and Chair-elect

## 3.0 Student Representatives

The student representative is a board appointed position representing the interests and views of local colleges and universities. There may be more than one student representative but only one for any single institution. The designated student representatives shall be non-voting positions on the board. The Student Representative Policy can be located in Appendices.

#### 4.0 Organizational Structure Diagram

The following diagram is included to clarify how the Board Officers and Board Directors are organized. The yellow boxes represent Officers and the blue boxes represent Directors. The green box represents the ACHE Regent.



#### 5.0 Detailed Position Descriptions and Requirements

Detailed descriptions and requirements of Officer and Director roles appear in the Chapter Manual. Updates to these descriptions may be made with approval by the Executive Committee or Board.

### Section 11: Removal/termination of Chapter Officers or Board Members.

1.0 Chapter Officers or Board Members may be removed/terminated as follows:

- 1.1 Any Officer or Director may be removed without or with cause including fraud, conflict of interest, personal conduct, lack of fitness to serve, or failure to

perform by two thirds (2/3) votes of the members of the entire Board of Directors at a special meeting called for that purpose, electronically (e.g., Email) or at a regular meeting.

bookmark://\_toc16978773/1.2 Any Chapter Officer or Board member meeting the criteria for

removal/termination will be brought before the Board for discussion and action. The Board member under review will be asked to recuse themselves from the meeting during this discussion and vote.

1.3 The decision and action of the Board will be communicated to the Individual by the Chapter President. If the decision is to remove/terminate the individual, all references to this individual, as a Chapter Board member, will be removed from Chapter communications and website. Information on this decision/action will be communicated to the National American College of Healthcare Executives.

Upon election, Board Directors are assigned to standing committees. The Board Director in the second year of their term will serve as the Committee Chair and the Board Director in the first year of their term will serve as the Committee Vice-Chair.

## ARTICLE VII – ELECTIONS

### Section 1: Nominations.

The Nominating Committee, chaired by the President-Elect, shall put out a call for nominations to the membership annually for members who qualify for eligibility to serve as a Board Director and present a slate of Officers and Directors to the members of the Chapter prior to the meeting at which elections will be held and/or results announced. Any eligible Chapter member may place his or her name or another eligible Chapter member's name in nomination as a director at the meeting where the elections are held. Any nominated candidate must agree to be included in the ballot. The nominating committee will present the slate of Officers to the members from the current Board Directors. All Officer and Director candidates must complete an application, provide a digital photo and complete other standard forms within time allotted in order to be eligible. Eligibility also includes Chapter membership as shown through national ACHE primary address and a minimum of one year as a Chapter member and volunteer in good standing.

## Section 2: Elections for Officers and Directors of the Chapter Board.

2.1 Elections. Chapter Officers and any Directors required to fill any vacancies shall be elected annually. Chapter Officers and Directors shall be elected by secret ballot at a meeting of Chapter members or by casting their vote electronically except when there is only one candidate for an office, in which case the Chapter Board President shall call for election of the candidate, by acclamation.

2.2 Recounts. In a case where a vote is very close, a recount of the ballots in question may be done with oversight by the Executive Committee.

2.3 Tie Breaking. If there is still a tie, the Executive Committee may select the winner with emphasis placed on good standing with the Chapter and alignment with meeting the Mission of the Chapter.

2.4 If anyone is elected, and it is discovered after the election that the person is not eligible, the election of that officer is null and void. The Nominating Committee then either may find a new nominee, and the members must vote again. Alternatively, the process identified in section 2.2 can be utilized to determine the next highest ranked candidate. If only two candidates were available on the ballot, the second candidate would become the winner.

## ARTICLE VIII – COMMITTEES

### Section 1: Standing Committees.

There shall be eight standing committees: the Membership Committee, the Program Committee, the Sponsorship Committee, the Communications Committee, the Career Advancement Committee, the Nominating Committee and the Financial Review Committee.

1.1 Membership Committee. The Membership Committee shall consist of the two Board members assigned to that committee and other Chapter members chosen at the discretion of the Chair of the Committee. The Membership Committee is responsible for direct member communications and arranging for Chapter meetings and other functions focused on Recruitment and Retention, Membership Networking/Event Coordination, Early Careerists SIG, Student Membership, Life Fellows, Diversity and Inclusion

1.2 Program Committee. The Program Committee shall consist of the two Board members assigned to that committee and other Chapter members chosen at the

discretion of the Chair of the Committee. The Program Committee is responsible for Educational Content and Delivery, Educational Event Coordination, Submission of required Educational Event information to ACHE, Organizational Partnerships for Programs and other Chapter functions where ACHE approved educational hours are granted.

1.3 Communications Committee. The Communications Committee shall consist of the two Board members assigned to that committee and other Chapter members chosen at the discretion of the Chair of the Committee. The Communications Committee is responsible for the Chapter's website, newsletter and other forms of mass communication.

1.4 Sponsorship Committee. The Sponsorship Committee shall consist of the two Board members assigned to that committee and other Chapter members chosen at the discretion of the Chair of the Committee. The Sponsorship Committee is responsible for administering the Chapter's Sponsorship Program and all other forms of Chapter fund raising and Corporate relations.

1.5 Nominating Committee. The nominating committee shall consist of the Chapter President-Elect, the Chapter President, and the Immediate Past Chapter President. In addition, any Regent of ACHE who is a member of the Chapter shall be an ex-officio voting member of the Nominating Committee.

1.6 Financial Review Committee. The Committee, chaired by the President-elect, shall consist of the President, President-elect, and Vice President. The Treasurer, Treasurer-elect, and Immediate Past Treasurer shall have reporting responsibilities to the committee. This committee is responsible for oversight of all Chapter finances and associated financial policies and procedures, ensuring compliance by the Treasurer and Treasurer-elect. The committee should meet, either in person or virtually, a minimum of 3 times during the calendar year. The Committee shall arrange and supervise an annual external compilation of the organization's financial statements in accordance with the American Institute for Certified Public Accountant's Statements on Standards for Consulting Services.

To support the responsibility of the board to provide value to the chapter, if Chapter assets exceed \$100,000 in value at the closing of the fiscal year (December 31st), the Board will identify and incorporate plans to provide additional value to the chapter with emphasis on items/programs that are fiscally responsible. If the items create a recurring/annual commitment and corresponding expense, they must be financially sustainable from the perspective of the annual budget in total.

To support the fiduciary responsibility of the board to the chapter, if there is a variance of actuals to budget of negative \$10,000 (a loss) or greater, not related to either 1)

Board-approved budget exceptions or 2) Timing lags from budgeted vs cash accrual timing, after the close of any single month, the Financial Committee will oversee an external review of financial statements with emphasis on unplanned expenses. An example of a timing lag is a budgeted expense for the THA annual meeting in September, which is then actually paid based on invoicing timing, usually a couple months after the event or in the next calendar year. Detailed financial responsibilities are further described in the Financial Policies and Procedures section of this document.

1.7 Career Advancement Committee. The Career Advancement Committee shall consist of the two Board members elected to that committee and other appointed Chapter members. The committee is responsible for Mentorship, Fellow Advancement, Community Service, and any additional subcommittee(s) as deemed necessary by the Career Advancement Chair.

1.8 Executive Committee. The Executive Committee is responsible for oversight of strategic planning, budget and finance, committee and volunteer coordination, strategic partnerships, and meeting and maintaining ACHE Requirements.

## Section 2: Local Program Councils.

The Chapter Board may create, establish terms, and appoint Chapter members to local program councils. Such councils shall conduct such Chapter business within a geographic area of the Chapter territory as determined by the Chapter Board, including arranging and sponsoring educational and networking events.

## Section 3: Other Committees.

The Chapter President may, with the concurrence of the Chapter Board of Directors, establish, specify duties, and appoint Chapter members to other committees as may deemed necessary or advisable for effective administration of the Chapter. Members may serve one year on such committees and may be reappointed.

## ARTICLE IX – CONFLICT OF INTEREST

## Section 1: General.

The Chapter Board and its Officers shall administer Chapter affairs honestly and economically and exercise their best care, skill, and judgment for the benefit of the Chapter and ACE. The Chapter Officers shall exercise the utmost good faith in all transactions relating to their duties for the Chapter. In their dealings with and on behalf of the Chapter, they are held to a strict rule of honest and fair dealings with the Chapter. They shall not use their position, or knowledge gained there from, so that a conflict might arise between the Chapter interest and that of the individual.

## Section 2: Disclosure of Conflict of Interest.

Each nominee for a Chapter Board or committee position shall make written disclosure of any interest that might result in a conflict of interest upon nomination to office, before appointment to fill a vacancy in office, and annually thereafter. Such a written disclosure shall be made on such form or forms as may be adopted by the Chapter Board for that purpose.

## ARTICLE X – AMENDMENTS

### Section 1: Amendments.

The Bylaws may be altered or amended by majority vote of the Chapter Board

### Section 2: Review of Chapter Bylaws.

Prior to enactment or modification, Chapter Bylaws will be reviewed and approved by ACE in accordance with existing policies and procedures. ACE and the Chapter shall maintain a record of all revisions to the Bylaws, including effective dates.

## ARTICLE XI – DISSOLUTION

## Section 1: Dissolution of the Chapter.

The Chapter may be dissolved at any general meeting of the membership by a three-fourths-majority vote of voting members present, providing such notice of intent shall have been communicated and provided each voting member at least 30 days prior to the meeting where such dissolution vote is taken.

## Section 2: Chapter Assets.

In the event of the dissolution of the Chapter, all assets remaining after the settlement of any Chapter debts and obligations shall be distributed in accordance with the United States Internal Revenue Service Code governing dissolution of Non-Profit, Tax exempt or For-Profit corporations.

# ARTICLE XII – MISCELLANEOUS PROVISIONS

## Section 1: Execution of Contracts.

The Chapter Board may authorize any Officer or Officers and any agent or agents to enter into any contract or execute any instrument in the name of, and on behalf of, the Chapter, and such authority may be general or limited to specific instances. No Officer, agent, or employee shall have any power or authority to bind or obligate the Chapter by any commitment, contract, or engagement, or to pledge its credits to render it liable for any purpose or in any amount unless dully authorized by the Chapter Board.

By passing the annual budget, the Board authorizes certain categories of expenses; therefore, the President-Elect, the Vice-President, the Secretary, and Board Chairs (Chair or Chair-Elect), shall have authority to spend money, cause a Chapter employee to spend money, or otherwise obligate the Chapter without a formal vote of the Board given the following limitations:

A: The amount is less than \$500

B: The President and Treasurer agree to the expense before it is incurred.

Expenditures that do not meet these exceptions require a simple majority vote of the Board. Electronic voting is acceptable and will be recorded as official Chapter business by the Chapter Secretary.

**Section 2: Fiscal Year.**

The fiscal year of the Chapter shall commence on January 1st of each calendar year.

**Section 3: Effect of Bylaws.**

These Bylaws are in all respects subordinate to, and shall be controlled by, applicable provisions of the corporate laws (profit or non-profit) of the State, other applicable laws, and the Articles of Incorporation of the Chapter. Except as these Bylaws may be inconsistent with such laws and Articles, they shall regulate the conduct of the business and affairs of the Chapter with respect to all matters to which they relate.

Adopted by the ACHEMT Board of directors on November 14, 2022.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Vikram Bollu, Chapter President

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Jon Puncochar, Chapter President-Elect

## APPENDIX: Financial Policies and Procedures

***ACHEMT is a distinct, separate entity from ACHE. The Chapter is therefore responsible for maintaining the Chapter's financial records, filing appropriate notices and forms with state and federal authorities, and maintaining necessary insurance coverage for the Chapter. ACHE shall not be liable for the debts and obligations of the Chapter. The Chapter shall not be liable for the debts and obligations of ACHE.***

### FINANCIAL REVIEW

As a best practice, the Chapter will complete an annual review of financial statements. Per Article VIII, Section 1.6 of the bylaws, if a more extensive financial review is needed, the Treasurer shall provide the Chapter's Certified Public Accounting (CPA) Firm all financial records required to complete the financial review.

Once completed, the CPA financial review report should be presented to the Financial Review Committee immediately and then the Chapter Board by the next board meeting.

Copies of financial reviews and financial statements should be made available to Chapter members upon their request.

### BANKING RELATIONSHIPS AND CHECK SIGNING

The Chapter's bank accounts are maintained at Bank of America (7120 Moores Lane, Brentwood, TN 37027). Bank of America is covered by FDIC insurance.

Each year when new Board Officers are elected, the Treasurer, Treasurer-elect, and Immediate Past Treasurer (who will be the outgoing signer) shall appear in person at the bank to establish transaction authority for the Chapter's accounts. The Officers shall provide the bank a signed copy of the Board meeting minutes announcing the election results indicating the names and offices of the Officers granted transaction authority for the Chapter's accounts. Each Officer shall provide the bank two forms of identification (e.g., valid driver's license, ATM bank card).

The Chapter President, Treasurer, and Treasurer-elect are authorized to sign checks, drawn on the Chapter's account and deposit funds.

All transactions will be reported by the Treasurer or Treasurer-elect at each Board meeting.

## EXPENSE REIMBURSEMENT

Once the Board has approved the chapter's annual budget, officers and committee chairpersons may spend Chapter funds that do not exceed the approved budgeted amount.

All expenses not approved in the annual budget must be approved by the Board prior to the expense.

All approved expenses must be provided to the Treasurer for reimbursement. The Chapter President must approve all expense reimbursement for the Treasurer and Treasurer-elect. Documentation of expenses must include itemized paid receipts. Requests for reimbursement must be submitted within 30 days of the expense.

Automobile mileage will not be reimbursed for panelists or moderators for educational events within the ACHEMT region. Panelists or moderators from outside the ACHEMT region may request mileage reimbursement at the current IRS allowable rate.

Reimbursement for Chapter related travel. The Chapter will provide reimbursement for airfare/mileage, hotel, parking, taxi, and meals (not to exceed \$50/day) when travel has been prior approved by the Board. The Chapter will not reimburse personal expenses such as haircuts, laundry, souvenirs, etc.

Paid position of the Board. The Board assistant or intern must submit an invoice each month for hours worked to the Chapter President. Once approved by the Chapter President, the Treasurer will issue payment. Separate checks must be issued for wages and expense reimbursement. The Board assistant or intern must submit a W-9 before wages can be paid. A 1099 will be issued to the Board assistant or intern before January 31 each year, or as soon as practical.

## HONORARIA

ACHEMT will provide nominal gifts in appreciation to our program speakers at the Chapter's educational events. No cash honoraria will be provided unless approved by the Board, though gift cards are acceptable (reference the Gift Cards section). The Program, Career Advancement, or Membership chairperson, or approved designee, will purchase these gifts to be presented to the speakers. Funds for these gifts are to be included in each year's operating budget.

## GIFT CARDS

Gift cards (or vouchers for free meeting attendance) may be purchased and awarded as a door prize during educational events, or as speaker/presenter gifts. Gift cards may be purchased and awarded by either the Membership Committee, Program Committee, or Career Advancement Committee chairperson, or approved designee. Gift cards must be included in the approved budget each year.

The Treasurer will maintain a detailed accounting of purchased gift cards including what event/program it was for, the recipient, and the amount.

## FINANCIAL RECORDS

The Chapter Treasurer should, at a minimum, maintain the following accounting records:

- Chapter checkbook
- Cash receipts and disbursements book
- Monthly bank statements and related reconciliations
- Invoices, check requests, and other appropriate documentation supporting all expenditures
- Supporting documents for each completed program activity of the Chapter, submitted by the program coordinator to the Treasurer within thirty (30) days after the completion of a program or meeting
- The Treasurer is responsible for preparing a list of unpaid bills and uncollected amounts owed to the Chapter at the end of the fiscal year. This list should be provided to the incoming Treasurer and included in the annual financial report.

The Treasurer is to permanently maintain an electronic back up copy of the following:

- Financial Review reports
- Annual reports
- General ledger

The Treasurer is to maintain the following documents for a minimum of seven (7) years:

- Financial statements
- IRS tax returns and supporting documents (e.g., receipts, W-9 forms received, 1099 forms issued)
- Cancelled checks

Copies of files may be maintained on electronic media (e.g., flash drives) and provided to the incoming Treasurer each year.

## OPERATING BUDGET

Each fiscal year, the President and Treasurer shall prepare and submit an operating budget to the Chapter's Board. It should be prepared with input from each committee chairperson. The final budget must be approved by the Board.

A budget planning meeting will be held within one month prior to the end of the fiscal year (this meeting can be included in the annual strategic planning session and new Board member orientation)

Approval to modify the budget may be made with the approval of the Board at a regularly scheduled meeting or a called meeting (conference call) when a quorum is present for approval. Emergency approval may be provided by electronic mail that includes a majority vote by the Board. A record of the electronic vote is to be maintained by the secretary.

## REGISTRATION FEES

The Chapter Agreement with ACHE requires the following:

*The Chapter must charge individuals who are not Chapter members or ACHE affiliates a fee to attend Chapter education or networking events that is a least 15% greater than the fee charged to Chapter members and the Chapter must similarly restrict access to the other benefits of Chapter membership to Chapter members.*

ACHEMT will determine the fees associated with each category below for each program:

- ACHEMT Member
- ACHEMT Non-Member
- ACHEMT Student Member
- ACHEMT LFACHE

Upon the recommendation of the Program committee chairperson, the Board will approve the fee structure for each of the Chapter's programs to meet the approved budgetary requirement.

When co-sponsoring programs with other organizations, members of either organization would receive the same member-based fee, at the Boards discretion.

## REGISTRATION REFUNDS

Five calendar days advance notice required in writing to treasurer@achemt.org. Refund shall be processed as a credit to be reused for future events for amounts greater than \$25. Any amount less than \$25 will be forfeited if canceled at any time.

## ON-LINE REGISTRATION

ACHEMT may use Board Effects, Eventbrite, or other online registration service for Chapter events (including no cost volunteer events) and Chapter sponsorship payments. Online Registration and credit card processing fees will be deducted from the program fee payout that is direct deposited to the Chapter's checking account. In the case of using Online Registration services that require administrator access levels that provide banking information, access will be limited to Board officers, Chapter Assistant/Chapter Intern, Program chairperson, and/or Sponsorship chairperson.

## WALK-IN REGISTRATIONS

Prior to each educational event, the Treasurer (or designee) will provide petty cash to provide change for meeting registrants. For those attendees paying with cash, a receipt may be provided and signed by a member of the registration subcommittee. All cash payments and checks received as a registration fee for an event is to be reconciled by two individuals prior to being transferred to the Treasurer for deposit. Those registrations paid by cash or check should not be entered into the Online Registration system if doing so would incur a transaction fee. If no transaction fee would be incurred, walk-in registrations may be recorded on-line in order to keep all reporting and information consistent.

## FEDERAL TAX EXEMPT STATUS

ACHEMT maintains tax exempt status from the Internal Revenue Service under section 501(c)-6 of the IRS Code. [The Chapter is exempt from paying federal income tax; however, the Chapter must pay state and local sales tax on purchases. Sales tax is not required to be paid to the State of Tennessee for revenue collected from Chapter programs or exhibitor fees.]

## TAX RETURNS

The Treasurer will provide all financial information to the Chapter's certified public accounting (CPA) firm by March 31<sup>st</sup> of each year to ensure that the tax return is submitted before the federal deadline of May 15<sup>th</sup>.

## DOCUMENT DESTRUCTION

The Document Retention and Destruction Policy identifies the record retention responsibilities of staff, volunteers, members of the board of directors, and outsiders for maintaining and documenting the storage and destruction of the organization's documents and records.

The organization's staff, volunteers, members of the board of directors, committee members and outsiders (independent contractors via agreements with them) are required to honor the following rules:

- a. Paper or electronic documents indicated under the terms for retention in the following section will be transferred and maintained by the respective board chairs;
- b. All other paper documents that could pose any risk related to data loss or inappropriate exposure will be destroyed after three years unless required by state or federal regulation for audit purposes;
- c. No paper or electronic documents will be destroyed or deleted if pertinent to any ongoing or anticipated government investigation or proceeding or private litigation (check with legal counsel or the human resources department for any current or foreseen litigation if employees have not been notified); and
- d. No paper or electronic documents will be destroyed or deleted as required to comply with government auditing standards (Single Audit Act) or national ACHE standards.
- e. Any records/documentation outside of the above list can be destroyed/deleted as the user deems necessary.

## RECORD RETENTION

The following table\* indicates the minimum requirements for document retention, and should follow statutes of limitations and state and government agencies.

Type of Document	Minimum Requirement
Accounts payable ledgers and schedules	7 years
Audit reports	Permanently
Bank reconciliations	7years
Bank statements	7 years
Checks (for important payments and purchases)	7 years

Contracts, , notes, and leases (expired)	7 years
Contracts (still in effect)	Contract period
Correspondence (general)	2 years
Correspondence (legal and important matters)	7 years
Correspondence (with customers and vendors)	2 years
Duplicate deposit slips	7 years
Employment applications	3 years
Expense analyses/expense distribution schedules	7 years
Year-end financial statements	7 years
Internal audit reports	7years
Inventory records for products, materials, and supplies	7years
Invoices (to customers, from vendors)	7 years
Minute books, bylaws, and charter	Permanently
Payroll records and summaries	7 years
Personnel files (terminated employees)	7 years
Tax returns and worksheets	7 years
Timesheets	7 years
Withholding tax statements	7 years

Resources:

National Council of Nonprofits [www.councilofnonprofits.org](http://www.councilofnonprofits.org)  
Board Source Record Retention and Document Destruction Policy—Download 4  
Samples (E-Policy Sampler)  
[www.boardsource.org/Bookstore.asp?Type=epolicy&Item=1071](http://www.boardsource.org/Bookstore.asp?Type=epolicy&Item=1071)  
Independent Sector [www.independentsector.org/issues/sarbanesoxley.html](http://www.independentsector.org/issues/sarbanesoxley.html)  
AICPA Management of an Accounting Handbook—2003 and IRS Appendix  
Document  
[www.cpa2biz.com/AST/Main/CPA2BIZ\\_Primary/PracticeManagement/PracticeAdministration/PRDOVR~PC-090407/PC-090407.jsp](http://www.cpa2biz.com/AST/Main/CPA2BIZ_Primary/PracticeManagement/PracticeAdministration/PRDOVR~PC-090407/PC-090407.jsp)

Guide to Record Retention Requirements in the Code of Federal Regulations:  
Contact the Superintendent of Documents, U.S. Government Printing Office,  
Washington, D.C. 20402-9325 or from CCH, Inc. at [www.onlinestore.cch.com](http://www.onlinestore.cch.com)

## ACHEMT STUDENT REPRESENTATIVE

The student representative is a board appointed position representing the interests and views of local colleges and universities. There may be more than one student representative but only one for any single institution. The designated student representatives shall be non-voting positions on the board.

**Summary:** The ACHE student representative is an undergraduate or graduate student enrolled in either a part-time or full-time health care or business administration program. The representative must be a current ACHE student associate in good standing. While serving in this role, students will have their membership fees waived. The student representative has an interest in health care administration and demonstrates potential to be a leader in this industry.

### **Responsibilities and Activities:**

- Support chapter and board members as appropriate.
- Provide student perspective on chapter matters and current and pertinent issues facing the health care industry.
- Represent chapter's student members and act as a liaison between student members and chapter board.
- Assist with recruitment of new student members.
- Encourage current student members to attend chapter events.
- Attend a minimum of one education event annually.
- Attend a minimum of 50% of chapter board of directors meetings annually.
- Student representatives may also attend the annual strategic planning meeting in December of each year.

### **Support**

- Primary support is available from the HEN Sub Chair or any member of the Membership committee.
- Additional support is available from any of the chapter board members and/or committees.
- Networking opportunities are available through chapter events.