

**MISSOURI HOSPITAL ASSOCIATION  
DUES DELINQUENCY AND COLLECTION PROCESS**

**BYLAWS**

The Missouri Hospital Association (MHA) Bylaws addresses the payment of dues under the following sections:

**ARTICLE III. ANNUAL DUES — Section 4. Dues Payable**

All annual dues are payable on or before January 31 of each year.

**ARTICLE VI. RESIGNATION, TERMINATION, CENSURE, SUSPENSION, EXPULSION, REINSTATEMENT — Section 2. Termination**

The membership of any member who has not paid annual dues by April 30 of any year shall be automatically terminated upon fifteen (15) days notice, and the opportunity to make full payment, except in those cases in which this Association's Board of Trustees, for good cause shown, authorizes such membership to continue.

**ADDITIONAL PROVISION**

In the early 1980s the Board of Trustees approved hospitals establishing a payment schedule with interest on the unpaid balance. The rate of interest is reviewed annually and if necessary, changes in the interest rate are recommended to the Board of Trustees by the Finance and Budget Committee. The current rate of interest is eight percent.

**DUES COLLECTION PROCESS**

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| <b>December – Preceding Year</b> | Dues invoices are mailed to the membership.   |
| <b>January</b>                   | Reminder invoices are sent to hospitals with outstanding dues and no established payment schedule.  |
| <b>February</b>                  | A letter from the president is sent to hospitals with outstanding dues and no established payment schedule.   |
| <b>March</b>                     | Personal phone calls are made by staff to solicit the payment of dues or commitment to a dues payment schedule.   |
| <b>April</b>                     | Hospitals that have not established a payment schedule and have dues outstanding are presented to the board for approval of continued membership as staff attempts to collect the dues. |

## **May to December**

Delinquencies are reviewed each month and reported at each board meeting. Delinquencies are managed as noted below:

1. Invoices are sent monthly with past due amounts noted on the invoice.
2. The MHA accounting staff personally contacts the hospital's accounts payable department to determine when the payment can be expected.
3. If payments continue to be delinquent, the senior vice president and CFO contacts the hospital's CFO to determine when the payment can be expected.
4. If payments continue to be delinquent, the president, senior vice president of field operations or vice president of membership services contacts the hospital CEO.

It should be noted that according to the MHA Bylaws, membership could be terminated for non-payment of dues at the Board's discretion.

## **February - Following Year**

At the first board meeting following the end of the year, hospitals with outstanding dues for the previous year will be identified. Based on staff's knowledge of each hospital's circumstances, recommendations for continuation or termination of membership will be presented for the board's action.

The board shall take explicit action for continuation of membership.