



**ASC Administrative
Policy and Procedure**

**Finance Subcommittee (X12F)
Constitution**

(ASC51)

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1 Preamble

1.1 Introduction

The Accredited Standards Committee (ASC) Steering Committee (Steering) is responsible for this policy and associated procedures. X12 members agree to adhere to X12's policies and procedures as a condition of membership. Non-member participants afforded specific collaboration privileges agree to adhere to X12's policies and procedures as a condition of those privileges. Any party may submit a revision suggestion at x12.org/maintenance-requests.

1.2 Authority

X12's primary organizational policies are established in **CAP01 - X12 Bylaws** and supplemented by other corporate governance. The ASC's primary committee-specific rules are established in **ASC01 - ASC Operating Manual**. The committee-specific rules established herein supplement that corporate and committee governance. These rules stand-alone and shall not be supplemented with additional rules.

1.3 Name

The Finance Subcommittee (X12F) was formed on February 13, 1989.

1.4 Purpose and Scope

ASC50 - X12F Purpose and Scope defines X12F's purpose and scope.

2 Amendments to this Constitution

All proposed amendments to this constitution must be per **ASC05 – ASC Subcommittee and Subordinate Group Operations**. To this end, the subcommittee may seek input or advice from the Policies and Procedures Task Group (P&P) at any time during the development of such amendments.

Proposed amendments to this constitution must be distributed to subcommittee constituents at least fourteen (14) calendar days prior to a vote on the amendments.

Upon approval by at least two-thirds (2/3) of the X12F stakeholders, proposed amendments shall be reviewed by P&P and approved by Steering. Following Steering approval, the X12F chair will ensure the approved version is posted on X12 websites.

3 Stakeholders and Constituents

X12F is open to any X12 member with a material interest in the functions defined in *ASC50 - X12F Purpose and Scope*.

X12F privileges rest with the X12 stakeholder, not the stakeholder's constituent(s).

Any X12 member shall be recognized as an X12F stakeholder, once a member representative has represented the member as an observer at two consecutive X12F meetings. This attendance requirement may be waived by the X12F chair if an X12 member not recognized as an X12F stakeholder designates a participating X12F constituent as one of their member representatives.

X12F stakeholders are afforded X12F privileges, including voting rights, at the beginning of the second of the two consecutive meetings which satisfy the attendance requirement.

An X12F stakeholder's member representatives are entitled to recognition as an X12F constituent based on the member's stakeholder status. X12F constituents are automatically afforded constituent status in X12F and its subordinate groups.

Once established as an X12F stakeholder, the X12 member must be represented consistently to retain stakeholder status. An X12F stakeholder who is not represented at three consecutive X12F meetings, shall be considered to have resigned as an X12F stakeholder. Stakeholder status can be reclaimed by meeting the attendance requirements again in the future.

4 Observers

Any member representative of any X12 member shall be permitted to attend an X12F meeting; however, such individuals shall only be afforded speaking privileges upon invitation of the X12F chair and shall not be entitled to any other subcommittee privileges.

Non-member attendees of an X12 Standing Meeting may attend X12F sessions; however, such individuals shall only be afforded speaking privileges upon invitation of the X12F chair and shall not be entitled to any other subcommittee privileges.

5 Voting

Each X12F stakeholder shall have one and only one vote on any motion before the subcommittee, regardless of how many of its constituents are participating at the time of the ballot.

X12F shall not be obligated to respond, formally or informally, to any comment presented with a vote on an X12F ballot.

6 Meetings

X12F meets at each X12 Standing meeting and conducts interim meetings as called by the chair between Standing meetings.

7 Roles and Responsibilities

X12F shall have a chair and may elect a vice-chair at the discretion of the subcommittee. The X12F chair and vice-chair shall be the officers of the subcommittee and shall be elected per *Section 8 Officer Elections* herein. Officer titles are held by the X12F constituent. Elected officers may hold one or more appointed positions concurrent with their elected term of office.

The subcommittee's appointed roles are defined below. All appointees are named by and serve at the pleasure of the X12F chair, however, appointments shall be confirmed or reassigned every two years. Appointees may hold one or more appointed positions concurrently.

- The X12F chair shall appoint a constituent to serve as the subcommittee's primary PRB representative.
- The X12F chair may appoint a PRB alternate representative who shall represent X12F when the PRB primary representative is unavailable.
- The X12F chair may appoint a constituent to serve as X12F secretary.
- The X12F chair shall appoint a constituent to serve as the subcommittee's primary X12J representative.
- The X12F chair may appoint an alternate to represent X12F when the X12J primary representative is unavailable.

The responsibilities of the chair, vice-chair, secretary, PRB representative and alternate, and X12J representative and alternate are established in ***ASC05 - ASC Subcommittees and Subordinate Group Operations***.

8 Officer Elections

Committee-level governance related to subcommittee officer qualification criteria and elections is established in ***ASC05 - ASC Subcommittees and Subordinate Group Operations***. X12F hereby establishes the following subcommittee-specific rule to

supplement the committee-level governance.

- Officer elections will be conducted as a meeting vote during an X12F subcommittee session at the Fall standing meeting of odd-numbered years.

Committee-level governance related to the removal of subcommittee officers and handling of vacancies is established in **ASC05 - ASC Subcommittees and Subordinate Group Operations**.

9 Task Groups

Per **CAP01 - X12 Bylaws**, the X12F chair may establish and disband standing and ad hoc task groups as necessary to accomplish X12F's work. However, X12F hereby elects to conduct all activities at the subcommittee level and shall not establish task groups without a corresponding change to this Constitution.

10 Subcommittee Work Products

ASC50 - X12F Purpose and Scope establishes X12F's work product responsibility and **ASC05 - ASC Subcommittees and Subordinate Group Operations** establishes a subcommittee's responsibilities and obligations related to its work products.

X12F hereby establishes the following subcommittee-specific rule to supplement the committee-level governance.

- All work items that move to X12J for review shall be evaluated by the X12F Technical Assessment Representative before being presented to X12F for a vote to move the work forward.

11 Terminology

To ensure consistent use of terms, definitions, and acronyms across X12 products and activities, X12 maintains the **Wordbook**, a comprehensive corporate glossary. The included terms are either proprietary to X12, cite definitions published by another authority, or represent common terms and definitions that are relevant to X12's work. The terms and definitions defined in the **Wordbook** shall be used in X12 work products when applicable, without modification or revision. The **Wordbook** can be referenced online at wordbook.x12.org.

12 Document History

New versions of this document are effective on the Steering approval date.

Approved	Description
11/09/2017	V5: Renamed to ASC51, reformatted per the Constitution template, removed redundant content per policy, converted to standardized content when applicable. (Approved by X12F on 9/24/17)
10/02/2015	V5: Revisions approved by X12F
11/19/2014	V4: Revisions approved by Steering
10/06/2011	V3: Revisions approved by Steering
09/28/2006	V2: Revisions approved by Steering
10/10/1999	Initial version approved.