

NORTHERN INDIANA HEALTH INFORMATION MANAGEMENT ASSOCIATION

BYLAWS

ARTICLE I: NAME

This organization shall be known as the Northern Indiana Health Information Management Association, herein referred to as NIHIMA. Whenever the name of this association, the name Indiana Health Information Management Association (IHIMA), or the name American Health Information Management Association (AHIMA) appears in its bylaws, its articles of organization, if any, or in any other organic document of the association, they shall be deemed to reflect the actions of this association, the CSA, and the AHIMA House of Delegates.

ARTICLE II: PURPOSE

The purpose of the Association is to promote the art and science of Health Information Management and to improve the quality of comprehensive health information services for the welfare of the public in Northern Indiana.

To promote this purpose the Northern Indiana Health Information Association shall cooperate with the American Health Information Management Association and the Indiana Health Information Management Association in an effort to improve the quality and value of Health Information Systems in hospitals, clinics, nursing homes and other health care delivery systems in the Northern Indiana area and serve as a means of intercommunication between the AHIMA, IHIMA, other allied health professions and this regional association.

ARTICLE III: MEMBERSHIP

Section 3.1 Classes of Membership: There shall be three (3) classes of membership: Active, Associate and Student.

A Active: Any registered health information administrator, registered health information technician or AHIMA credentialed person who is employed and/or residing in Northern Indiana or who is living in Northern Indiana but is employed in another regional area and selects this region for regional association membership, shall become an active member of this regional association upon receipt of dues. An active member in good standing shall be

entitled to vote, to hold office and to serve as a committee chairperson or as a committee member.

B Associate: Any non-credentialed individual interested in the profession who is employed and/or residing in Northern Indiana, or who is not employed but who resides in Northern Indiana, or who is living in Northern Indiana but is employed in another regional area and selects this region for regional membership, shall become an associate member of this regional association upon receipt of dues. An associate member shall be entitled to serve on committees with voice and vote. She/he shall not be entitled to other voting privileges or to hold office.

C Student: Any individual who is formally enrolled in a program for health information administrators or health information technicians in the Northern Indiana area or who resides in the Northern Indiana area and is formally enrolled in a program in another regional area and selects this regional association for association membership shall be a student member of this association. A student member shall be entitled to attend business and education meetings of this association without payment of registration fees and may serve on a committee. A student may retain this type of membership until the first qualifying examination for which she/he is eligible, after which time the student shall be transferred to Active membership.

Section 3.2 Application for Membership and Initial Dues: Application for membership shall be made by completing the form provided by this regional association and it shall be sent to the Chairperson of the Membership Committee of this regional association along with the applicant's dues. The dues will then be forwarded to the Treasurer. Dues must be paid annually.

Section 3.3 Transfer of Membership: Membership is nontransferable to other regional associations.

ARTICLE IV: MEETINGS

Section 4.1 Annual Meeting: The annual meeting of members shall be held at such time and place as determined by the Program Committee with the approval of the Executive Board.

Section 4.2 Special Meetings: Special meetings of members may be called by the President or by the Executive Board, or upon written request of not less than ten percent (10%) of the active members of this regional association.

Section 4.3 Notice of Meeting: Notice will be provided stating the place, day and hour of the meeting and the purpose(s) for which the meeting is called not less than fifteen (15) days before the date of the meeting.

Section 4.4 Voting Rights: Each active member in good standing shall be entitled to one vote on each matter presented for a vote at any meeting of the members. To be entitled to vote, active members must be present at the meeting and vote in person and not by proxy, except as expressly provided in Article VI, Section 6.5. The President shall vote only in the event of a tie.

Section 4.5 Quorum and Manner of Acting: At any meeting of the members, a quorum shall exist if at least ten percent (10%) of the active members are present. The affirmative vote of a majority of the active members present at a meeting at which a quorum is present shall be necessary for the adoption of any matter voted upon by the members, unless a greater proportion is required by the bylaws or by law. Except as these bylaws may otherwise specifically provide, each meeting of the members shall be conducted in accordance with the current edition of Robert's Rules of Order.

Section 4.6 Cancellation of Meeting: In the event of a national emergency or other circumstances prohibiting the holding of a meeting, the Executive Board may cancel the meeting and prompt notice thereof shall be given to all members of this regional association.

ARTICLE V: EXECUTIVE BOARD

Section 5.1 Composition: The membership of the Executive Board shall be the President, President-elect, Secretary, Treasurer, Past President and Committee Chairpersons. The President shall act as Chairperson of the Executive Board.

Section 5.2 Powers and Duties: The Executive Board shall manage the property, business and affairs of this regional association. The Executive Board may exercise all such powers of this regional association as are by law, or by these bylaws directed or required to be exercised by the Executive Board.

Section 5.3 Eligibility: Only active members in good standing shall be eligible to serve as members of the Executive Board.

Section 5.4 Regular Meetings: Regular meetings of the Executive Board shall be held at least quarterly to conduct the business of this regional association.

Section 5.5 Special Meetings: Special meetings of the Executive Board may be called by the President or upon request of three (3) members of the Executive Board.

Section 5.6 Notice of Meetings: Notice will be provided stating the place, day and hour of any meeting at least five (5) days before the date of the meeting.

Section 5.7 A Quorum and Manner of Acting: A majority of the members of the Executive Board shall constitute a quorum. The act or vote of a majority of members present at a meeting at which a quorum is present shall be the act or vote of the Executive Board unless the act or vote of a greater number is required by these bylaws or by law. The President shall vote only in the event of a tie.

Section 5.8 Business by Mail, E-mail or Phone: The Executive Board may transact business by mail, e-mail or phone on matters requiring more immediate attention.

ARTICLE VI: OFFICERS

Section 6.1 Officers: The officers of this regional association shall be the President, President-elect, Secretary and Treasurer.

Section 6.2 Eligibility: Only active members in good standing shall be eligible to hold office.

Section 6.3 Term and Succession of Office: The President, President-elect and Secretary shall hold office for one (1) year or until her\his successor has been elected and qualified or until her\his earlier death, resignation or removal in the manner herein provided. The Treasurer shall hold office for two (2) years or until her\his successor has been elected and qualified on until her\his earlier death, resignation or removal in the manner herein provided. The Executive Board may fill any vacancy in an elected office by designating any board member to serve for the remainder of the unexpired term. The President shall appoint someone from the membership to assume the board member's responsibilities. After serving in the office for one year, the President-elect shall succeed to the office of President, automatically without further action.

Section 6.4 Nomination: The Membership Committee shall obtain nominations for the offices of President-elect, Secretary and Treasurer. Nomination shall be obtained at least sixty (60) days prior to the annual meeting.

Section 6.5 Election: Voting shall be by written or electronic ballot with instructions to all regional association members at least thirty (30) days prior to the annual meeting. In order to be counted, a ballot must be returned written or electronically to the Chairperson of the Membership Committee and must be received at least five (5) days before the annual meeting. The Membership Committee shall open and tabulate the ballots. Ballots received after the deadline shall be destroyed or deleted, unopened. The officers shall be elected by the plurality of the votes cast by the active members in good standing. In case of a tie, the election shall be decided by a lot. Results of the election shall be announced at the annual meeting and the officers shall assume office at the close of the annual meeting. In the event of an unopposed slate, the ballot shall be suspended. Formal announcement of the NIHIMA board members will be made at our annual business meeting.

Section 6.6 Vacancies: Any officer at any time may resign by giving written notice of such resignation to the Secretary and the President of this regional association to be effective immediately or at a later time stated therein. Any officer may be removed from office by the affirmative vote of two-thirds (2\3) of the active members present at any meeting of the members at which a quorum is present, whenever, in their judgement, the best interest of this regional association will be served thereby. Any vacancy created shall be filled for the remainder of the unexpired term by designation an acting officer to serve.

Section 6.7 Duties of Officers:

A President: The President shall preside at all meetings of the Executive Board and all meetings of the members, shall appoint chairpersons of the standing committees, shall institute special committees and appoint their members, with the approval of the Executive Board, as the need arises, shall be an ex-officio member of all committees, shall be a member of the Executive Board of IHIMA, and shall perform other duties as the Executive Board may determine necessary.

B President-elect: The President-elect shall perform all the duties of the President in her\his absence or inability to act, and shall coordinate and plan the Educational Seminars.

C Secretary: The Secretary shall keep a permanent record of the meetings of the regional association and of the Executive Board, and shall be responsible for all official correspondence of the association and of the Executive Board and shall be responsible for all official correspondence of the association under the direction of the President. The newly elected Secretary shall receive from her\his predecessor, within one month of the election, all property of this regional association within the possession of the former Secretary.

D Treasurer: The Treasurer shall have charge of all funds belonging to this regional association, shall present financial reports to the Executive Board and the members, as requested by the President, shall keep a detailed record of all receipts, disbursements and bank statements, shall provide the Auditing Committee with a detailed record of receipts, disbursements and bank statements of the fiscal year prior to the annual meeting for the audit of the treasury. The newly elected Treasurer shall receive from her\his predecessor, within one month of the election, all property of this regional association within the possession of the former Treasurer.

ARTICLE VII: COMMITTEES

Section 7.1 Standing Committees: There shall be such committees as necessary to run the business of this association, including at least a Membership Committee, Bylaws Committee, Public Relations Committee and Auditing Committee. The composition, size and duties of the committees shall be set forth in the association's policy and procedure manual and subject to the approval of the Executive Board.

A Membership Committee: The Membership Committee shall consist of a chairperson appointed by the President and up to two additional members appointed by the chairperson. The Committee shall provide a written or electronic notice to each active member in good standing at least thirty (30) days before the annual meeting, the ballots for officers. The announcement of elected officers will be made at the annual meeting. The Committee shall be responsible for maintenance of the membership roster, coordination of the annual membership drive, maintenance of communication with area Health Information Management programs including the provision for NIHIMA membership applications as a part of the HIM student enrollment packages.

B Bylaws Committee: The Bylaws Committee shall consist of a chairperson appointed by the President and up to two additional members appointed by the chairperson. The Bylaws of this regional association shall be reviewed annually before the annual meeting. A report of suggested additions and amendments shall be submitted to the members for approval at the annual meeting.

C Public Relations Committee: The Public Relations Committee shall consist of a chairperson appointed by the President and up to three additional members appointed by the chairperson. The Committee shall create awareness of the association's activities and offerings by creating and maintaining the association's social media presence, coordinating the annual HIM student luncheon, and providing door prizes for educational seminars. One member of the committee, appointed by the chairperson,

shall be responsible for the association's website maintenance and coordination.

D Auditing Committee: The Auditing Committee shall consist of a chairperson appointed by the President and up to one additional member appointed by the chairperson. They shall semi-annually audit the financial records of this association.

Section 7.2 Replacement of Committee Members: Appointments to fill vacancies occurring in committees, including vacancies in any chairpersonship, shall be made by the same procedures as the original appointment.

Section 7.3 Meetings of Standing Committees: The committee shall meet at the call of the appointed chairperson. The committee may transact business between meetings by mail, e-mail, or telephone when necessary. A report of these transactions shall be made at the Executive Board meetings and the annual meeting of this regional association.

Section 7.4 Special Committees: A special committee may be appointed as the need arises and shall be terminated at the time the special need is fulfilled. The President, with the approval of the Executive Board, shall appoint the members and the chairperson of the special committees. Special committees shall function under the direction of the President. If the need for a special committee proves to be permanent, the status of the committee may be changed to that of a standing committee at the next annual meeting of this regional association. Such a committee shall then function as a standing committee and be added to the amendments of these bylaws. The President shall then appoint the chairperson of the committee. The committee chairperson shall then appoint the appropriate number of members to the committee.

ARTICLE VIII: FINANCE

Section 8.1 Fiscal Year: The fiscal year of this regional association shall begin on the first (1st) day of July each year and end on the thirtieth (30th) day of June each year.

Section 8.2 Dues: The membership shall assess dues annually. Dues shall be submitted to the Membership Committee Chairperson and forwarded to the Treasurer. All checks with non-sufficient funds will be charged the amount of the check plus an appropriate service fee as deemed by the Executive Board. The annual dues and non-sufficient fund amounts shall be reviewed, evaluated, and approved during the annual business meeting, if change is deemed necessary by the Executive Board.

Section 8.3 Depositories and Investment: All funds of this regional association shall be deposited in a timely manner to the credit of this association in such depositories as approved by the Executive Board.

Section 8.4 Checks, Drafts, Expenditures: The Treasurer shall sign all checks, drafts or other orders for payment of money issued in the name of this association. In initiating expenditures, the Treasurer shall contact the President for approval. The disbursement shall be reported at the Executive Board meetings and to the membership at the annual meeting. Requests for expenses shall be approved and signed by the President.

Section 8.5 Non-members: Non-members attending meetings of the association will be required to pay a nominal fee as designated by the Executive Board.

Section 8.6 Compensation: Members of the Executive Board, officers, committee chairpersons and committee members shall serve without compensation. Reasonable expenses incurred in connection with the association's affairs may be compensated as outlined in the policies and procedures of this regional association.

ARTICLE IX AMENDMENT OF BYLAWS

Section 9.1 Authority and Voting: The authority to amend these bylaws shall be vested solely in the active members of this regional association. Two-thirds (2\3) of the votes cast by the active members present shall be sufficient to alter, repeal or adopt any new bylaw amendment, provided that a copy of the proposed amendment has been made available to every member at least thirty (30) days prior to the meeting at which it is to be presented.

Section 9.2 Initiation: The Executive Board, Bylaws Committee, or an active member may initiate a proposal for the alteration, repeal or adoption of new bylaw amendments. The Executive Board shall review and approve each proposed bylaw amendment for submission to the active members with any such explanatory comments or recommendations as the Executive Board shall deem necessary.

Section 9.3 Notice: Notice on any proposal for alteration, repeal or adoption of any new bylaw, shall be made available to each member at least thirty (30) days prior to the meeting at which the proposal is to be submitted to the vote of the members. Such notice shall include the text of the current bylaw, the proposed bylaw and any comments or recommendations of the Executive Board.

Section 9.4 Without Notice: By a ninety percent (90%) vote of the active members present, a proposal to amend the bylaws may be made and acted upon at the same meeting

without prior notice. A ninety percent (90%) vote of the active members present shall likewise be required for adoption of such amendments.

ARTICLE X DISSOLUTION

This association shall make no distribution of its assets to any of its members during the period of its operations or upon its liquidation. In the event of the dissolution of the association, the Executive Board, after paying or making provision for the payment of all of the liabilities of the corporation, shall distribute in any proportions considered prudent, all of the assets of the association to such organization or organizations organized and operated exclusively for charitable, educational or scientific purposes or to IHIMA as per the preference of the regional association representatives.

If the remaining funds are granted to IHIMA and if the regional association is reorganized within a calendar year of the time its funds were turned over to IHIMA, the funds will be returned in full to the regional association. If the regional association is reorganized later than one calendar year from the time the funds were granted to IHIMA, a percentage of original dollar amount will be returned to the regional association. The percentage will be based on a declining percentage scale of

- 75% if re-organized in under 2 years
- 50% if re-organized from 2 – 5 years
- IHIMA to provide seed money of \$1,000 for reorganization occurring after 5 years.