

# EASTERN OHIO HEALTH INFORMATION MANAGEMENT ASSOCIATION BYLAWS

## ARTICLE I NAME

This association shall be known as the Eastern Ohio Health Information Management Association.

## ARTICLE II MISSION

To provide a means for intercommunication of ideas among persons engaged in occupations and education related to health information services, and to discuss and develop methods of promoting increased quality and efficiency of these services with the overall goal resulting in the highest quality patient care delivery.

## ARTICLE III MEMBERSHIP CLASSIFICATION

**Section 1.** Active. The active membership of the Association shall be those members who are currently credentialed by the American Health Information Management Association. Active members in good standing (annual dues paid) shall be entitled to all membership privileges, including the right to vote, hold office, or committee appointment. In addition, the President must be an active AHIMA member as a qualification of the position. Any person holding a valid AHIMA credential may only apply for active member status.

**Section 3.** Student. Any person formally enrolled in a college-level program intended to lead to an AHIMA credential, to include coding certificate programs for college credit or the AHIMA Internet Coding Basics Program (not self-paced) shall be eligible for Student membership. Student members shall be eligible to attend all business and educational sessions, but shall not be eligible to vote, or hold office. However, students may chair committees if so appointed by the EOHIMA Board of Directors. Students will not be assessed fees for attending any educational or business meetings or pay annual membership dues. A student may retain this class of membership until the first qualifying examination for which he or she is eligible, after which time he or she shall be transferred to active membership based on the results of the examination.

**Section 4.** Commercial. Any vendor, corporation, or facility interested in promoting the purposes of this Association shall be eligible for Commercial membership. Commercial members shall have all rights and privileges of membership; however, they shall not be entitled to vote, hold office, or chair a committee.

## ARTICLE IV OFFICERS

**Section 1.** The officers shall consist of a President/Co-Presidents, President-Elect/Co-Presidents-Elect, Vice President, Secretary, Treasurer, and Past-President /Past

Co-Presidents, each of whom shall hold office for one year (with the exception of Treasurer which will be a two-year term), or until his/her successor shall have been elected and qualified. The Treasurer will serve a term of two years. All officers must be Active members of the Eastern Ohio Health Information Management Association in good standing. In addition, the President must be an active AHIMA member. The President serves as a member of the Executive Board for three years, as President-Elect (first year), President (second year) and Past President (third year).

- A. These elected officers shall constitute the Executive Board. These are the only board members with voting rights.
- B. Executive Board Benefits shall include waived EOHIMA membership dues and registration fees for meetings for that term of service elected/appointed. In addition, annual AHIMA membership dues will be paid once per position (i.e. President 1 year only, treasurer 1 year only). Board-appointed chairpersons (as listed in Article VII or as deemed necessary by the Board) shall also be entitled to waived membership dues and registration fees for meetings. Active Board participation is required.
- C. The President-Elect/Co-Presidents-Elect and other new officers shall succeed to office at the close of the Annual May meeting.

**Section 2.** Nominations. Nominations shall be made by the Nominating Committee as provided in Article VII, section 7.

**Section 3.** Elections.

- a. Officers shall be elected by a plurality of votes cast by Active Members in good standing. In the event of a tie, the election shall be decided by lot.
- b. Voting shall be by mail or email ballot. Ballots shall be mailed to all Active Members at least 30 days prior to the Annual Meeting. In order that they may be accepted, ballots must be returned with complete return address to the Chairperson of the Nominating Committee at least 10 days prior to the Annual Meeting, or they will not be counted. If the Chairperson is running for an office, the President / Co-Presidents will select someone else from the Nominating Committee who is not running for an office to receive and count the ballots. The Nominating committee members shall open, tabulate, and record the results of the balloting. The ballots will then be destroyed by the committee members, having been authorized by the assembly at the annual meeting.
- c. The term of the office shall begin immediately following the close of the Annual May Meeting.

#### ARTICLE V **DUTIES OF OFFICERS**

**Section 1.** President or Co-Presidents. Except as otherwise provided, the President/Co-President(s) shall preside at all meetings of the Association, and shall appoint the nominating chairperson, bylaws chairperson, and special project leaders as specified in Article VII, section 4. The President/Co-Presidents shall serve as member(s) of, and shall chair, the Executive Board. The President/Co-President(s) are part of the OHIMA full Board as liaison(s) between the local association and the

OHIMA, and serve on the OHIMA nominating committee.

- Section 2.** Vice President. The Vice President shall serve as an aid to the President/Co-Presidents, as a member of the Executive Board, shall perform all duties in the absence of the President and/or other officer, serve as Strategy Manager of the Education Committee, and perform other duties as assigned by the President / Co-Presidents.
- Section 3.** President Elect or Co-President Elects. The President-Elect/Co-Presidents-Elect shall serve as a member(s) of the Executive Board and with voting rights, overseeing the annual review and update of the bylaws, and shall serve as parliamentarian(s) at all meetings, and perform other duties as assigned by the current President/Co-Presidents.
- Section 4.** Secretary. The Secretary shall be a member of the Executive Board, with voting rights, and shall keep a permanent record of the meetings of the Association and of the Executive Board meetings, and shall submit them for approval at the next meeting of the respective group. The Secretary shall carry on the official correspondence of the association under the direction of the President/Co-Presidents, to include mailing/emailing meeting notices. The secretary shall also be designated as the only individual allowable to send email blasts to the entire EOHIMA membership through the assistance of OHIMA. EOHIMA members in this database consist of active AHIMA members in EOHIMA's zip code range (per OHIMA).
- Section 5.** Treasurer. The Treasurer shall serve as a member of the Executive Board, with voting rights, and shall keep a record of the accounts of the Association. The Treasurer shall render written reports at all meetings, and an annual report at the year end. The Treasurer shall deposit all moneys of the Association in the bank approved by the Executive Board. The treasurer serves a 2-year term.
- Section 6.** Past President/Co-Presidents. The Past President/Co-Presidents shall serve as a member of the Executive Board with voting rights, serve as the Nominating Chair and shall conduct other projects/duties as assigned by the current President/Co-Presidents.

#### ARTICLE VI

#### **DEATH, INCAPACITY, RESIGNATION, OR REMOVAL OF OFFICERS**

- Section 1.** In the case of death, incapacity, resignation, or removal of any officer other than the President/Co-President(s) or President Elect/Co-Presidents-Elect during their term in office, the vacancy shall be filled by a vote of the Executive Board.
- Section 2.** In the case of death, incapacity, resignation, or removal of the President, the Vice President shall assume the Presidency for the duration of the present term and serve as Past President Advisor during the next term of office. The office of the Vice President shall be filled by a vote of the Executive Board.
- In the case of death, incapacity, resignation, or removal of a Co-President, the other Co-President shall finish the present term as President and serve as Past President Advisor during the next term of office.
- Section 3.** In the event of death, incapacity, resignation, or removal of the President-Elect, the

Vice President shall assume the position of the President-Elect for the unexpired term, and shall assume the office of the President at the close of the following Annual Meeting. The office of the Vice President shall be filled by a vote of the Executive Board.

**Section 4.** Any officer or committee chairperson may resign at any time by submitting his/her written resignation to the Executive Board.

**Section 5.** An elected officer can be removed from office by a two-thirds vote of the Executive Board whenever, in their judgment, the best interest of the association will be served by such action. Such removal from office shall become effective on the date of written notification to said elected officer. The membership shall be notified in writing of the Executive Board decision.

## ARTICLE VII **STRATEGY MANAGERS, PROJECT LEADERS, AND COMMITTEES**

The Standing Committees of the Association shall be:

- a. Executive Board
- b. Membership
- c. Education/Program
- d. Nominating
- e. Bylaws
- f. Public Relations

Each strategy manager/chairperson shall have the privilege of appointing their own associates. The chairperson shall submit a written annual report to the President/Co-Presidents, which shall be distributed to the membership.

**Section 1.** The Executive Board shall be composed of the elected officers, all having voice and voting privileges. The Executive Board shall manage the business and affairs of the Association, shall report through the President/Co-Presidents at the Business Meetings, and shall perform other duties as deemed necessary.

**Section 2.** Strategy Managers. The elected members shall be accountable for the success of this organization. They shall serve as Strategy Managers and are accountable to the President/Co-Presidents for implementation of their strategies.

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| Vice President  | - Strategy Manager for Education        |
| Treasurer       | - Strategy Manager for Finances         |
| Past President  | - Strategy Manager for Special Projects |
| President-Elect | - Strategy Manager for Membership       |

Each Strategy Manager shall/may appoint, with the approval of the Executive Board, Project Leaders necessary to carry out the activities of the strategy assigned. Additional Strategy Managers may be appointed from the active membership by the President/Co-Presidents as deemed necessary.

**Section 3.** Project Leaders. Project Leaders, as appointed by the Strategy Managers, shall be responsible to carry out the duties required by their assigned project. Project Leaders may appoint such number of members as necessary to assist them in the performance of their assignments.

- Section 4.** Special Project Leaders. Other Special Project Leaders may be appointed by the President/Co-Presidents and the Board of Directors as the need may arise.
- Section 5.** The Membership Committee should consist of at least three members, including the chairperson. The Membership Committee shall process membership applications, shall maintain a current roster on all members, making the roster available to the Secretary for mailing purposes, and shall perform other duties as directed by the President/Co-Presidents.
- Section 6.** The Education Committee should consist of at least three members, including the chairperson, with the Vice President serving as Strategy Manager. The Education Committee shall determine the date, time, and topic of the Continuing Education programs, meeting charges, and location of the meetings for the year and the committee shall send out meeting notices at least two weeks prior to any regularly scheduled meetings. The committee will also perform any other duties as directed by the President/Co-Presidents.
- Section 7.** The Nominating Committee shall consist of at least three members The Nominating Committee chairperson will be selected by the President/Co-Presidents. The chairperson shall select at least two qualified candidates for each position, shall prepare the ballot, and shall perform other duties as directed by the President /Co-Presidents.
- The nominees must be active members and must consent to serve if elected. The slate shall be prepared and submitted to the President/Co-Presidents at least 60 days prior to the Annual Meeting.
- Section 8.** The Bylaws Committee should consist of at least three members, including the chairperson, who shall receive, suggest, and submit all proposed amendments with the recommendations for action at any properly called meeting at which a quorum is present. Any proposed changes to the Bylaws shall be mailed to the membership at least two weeks prior to the next scheduled meeting. The President Elect shall oversee the annual review of the bylaws
- Section 9.** The Public Relations Committee should consist of at least three members including the chairperson. The Public Relations Committee should publish the newsletter, serve in all areas related to hospitality, and perform other duties as directed by the President/Co-Presidents. The Public Relations Committee should serve as the communication vehicle for the Association, keeping membership informed of current educational and societal events of the organization.
- Section 10.** Strategic Plan. The strategic plan will be prepared and finalized by the Executive Board at the first board meeting of the business year. The strategic plan will be presented to the membership at the first meeting of the business year.
- Section 11.** Membership Qualification. Active members may serve as project leaders, Strategy Managers, Committee Chairpersons, and/or members of any project. Student members in good standing shall be eligible to serve as members of a standing or ad hoc committee, and of any project. Provisions for filling vacancies on committees and projects shall be set forth in the Association's Policy and Procedure Manual.
- Section 12.** Quorum. A majority of the members present serving on any project or committee shall constitute a quorum.

ARTICLE VIII  
**AMENDMENTS**

The Bylaws may be amended at any properly called meeting at which a quorum is present. A majority vote is required to adopt an amendment provided such amendment is mailed to the membership at least two weeks prior to the date of the meeting. Amendments become effective immediately after their adoption, unless otherwise stated in the motion.

ARTICLE IX  
**QUORUM**

A majority of Active members present shall constitute a quorum. Business transactions at all meetings shall be based on a majority vote.

ARTICLE X  
**FISCAL YEAR**

The fiscal year of the Association shall be from June 1 to May 31.

ARTICLE XI  
**DUES**

Annual dues shall be as follows:

Active	\$15.00
Student	Free
Commercial	30.00

Solicitation and payment of dues shall be on a calendar year basis and shall be due on June 1st. Any member joining for the first time after January 1st, shall pay only one-half of the annual dues. Solicitation for payment of dues shall be mailed to the membership following the Annual meeting.

ARTICLE XII  
**PARLIAMENTARY AUTHORITY**

Robert's Rule of Order, Newly Revised, latest edition, shall govern the meetings of the Association.

ARTICLE XIII  
**MEETINGS**

There shall be at least five meetings, including the Annual Meeting. The date(s), times(s),

location, and continuing education/program shall be determined by the Education/Program Committee. The President/Co-Presidents and/or Executive Board shall make recommendations as received by the membership to this committee, so that the needs of the members are addressed.

**Section 1.** BUSINESS. The order of business shall be:

- a. Call to order
- b. Roll Call (signing of attendance roster)
- c. Minutes of last meeting
- d. Communications
- e. Unfinished Business
- f. Report of Committees
- g. New Business
- h. Adjournment

The Annual Meeting shall be a dinner meeting to take place in May, and shall be the last scheduled meeting of the fiscal year. At this meeting, the order of business shall be as outlined above. In addition, New Business shall include election and installation of officers.

**Section 2.** PROGRAM. The program(s) is/are to be as determined by the Education / Program Committee.

**Section 3.** SPECIAL MEETINGS may be called at any time by the President/Co-Presidents or the Executive Board, and shall be for a specified purpose, so stated in a notice to the membership. Minutes of all special meetings must be ratified at subsequent regular meetings.

**Section 4.** REGULAR MEETING NOTICES. Notice of regular meetings shall be sent out by the Secretary by mail and email, at least two weeks prior to the scheduled meeting, and shall state the time and place of the meeting, as well as any details deemed advisable.

#### ARTICLE XIV DISSOLUTION

In the event of a dissolution of the Association, any assets remaining after all liabilities and obligations have been satisfied shall be distributed to one or more organizations which, by quorum vote of the Active members present, are deemed to be engaged in activities advancing the health information field. The organization(s) must qualify as an exempt organization under the Internal Revenue Code.

**Adopted by the members of the Eastern Ohio Health Information Management Association**

on this \_\_\_\_\_ date.

\_\_\_\_\_  
**President/Co-President**

\_\_\_\_\_  
**Co-President (if applicable)**

\_\_\_\_\_  
**Secretary**

**Enacted 1990**

**Revised 1993, 1997, 2001, 2007**