

NORTHEAST FLORIDA HEALTH INFORMATION MANAGEMENT ASSOCIATION BYLAWS

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NORTHEAST FLORIDA HEALTH INFORMATION MANAGEMENT ASSOCIATION

BY-LAWS

ARTICLE I - NAME

This organization shall be known as the Northeast Florida Health Information Management Association.

ARTICLE II - PURPOSE

The purpose of the association shall be to promote the art and science of the health information management profession and to improve the quality of comprehensive health information services for the welfare of the public.

ARTICLE III – MISSION STATEMENT

- To encourage the highest attainable levels of professional competence in those who manage health record and health information systems.
- To be the region's resource body on health records and health information systems and to be an advocate for the profession on governmental, academic, social, or business issues that affect the management of health records of health information systems.
- To promote the professional standing of those who manage health records and health information systems.
- To contribute within the scope of the profession to quality and efficiency in health care.
- To provide a structure that will insure comprehensive communication between NEFHIMA and FHIMA regarding issues of mutual concern.

ARTICLE IV – MEMBERSHIP

Annual dues are required to maintain membership. Dues are as agreed upon by the membership and are due at the beginning of the fiscal year, January 1st. Dues will be accepted after the due date, however dues will not be pro-rated.

Membership shall be divided into (3) classes: Active, Student, and Honorary.

Section 1: **ACTIVE MEMBERSHIP:** Any AHIMA active member who is employed and residing in the State of Florida, or who is employed or residing in another state and selects this state for association membership, shall become an active member of this Association. All members of the board must be active members in good standing who hold a valid AHIMA credential. Active members in good standing shall be entitled to vote, to serve as Committee Chairmen or committee members, and serve as members of the FHIMA House of Delegates.

Section 2: **STUDENT MEMBERSHIP:** Students in formal health information management or medical record education programs may hold student membership upon receipt of dues.

Student members shall not be entitled to vote, hold office, or serve as delegate, but may serve as committee members.

Section 3: **CORPORATE MEMBERSHIP:** Any corporation interested in the purposes of health information management or medical record administration is eligible for corporate membership. The corporation shall designate one representative who shall have rights and privileges of membership including that of serving on committees with voice and vote; however, shall not be entitled to other voting privileges, hold office or serve as delegate.

Section 4: Any member may call a special membership meeting with written notices being forwarded to all. Annual dues are required to maintain membership. Dues are as agreed upon by the membership and are due at the beginning of the fiscal year. Membership runs from January 1st through December 31st. Dues will be accepted after the due date, however dues will not be pro-rated.

Active	\$30.00
Corporate	\$65.00
Student	\$15.00

ARTICLE V – OFFICERS

The officers/Board of Directors of the association shall consist of the President and President-Elect whom are elected for one term. The Recording Secretary, Corresponding Secretary, and Treasurer are elected for two alternating terms. The retiring President shall automatically become Director for a one-year term.

Section 1: **ELIGIBILITY:** Only active, paid NEFHIMA members shall be eligible to hold NEFHIMA office. The Regional Advocate appointee and all candidates to hold office must also be members in good standing in FHIMA and AHIMA.

Section 2: **NOMINATION:** Nominations shall be made by the Nominating Committee as provided in Article VII, Section I; Article X, Section 2-a.

Section 3: **VACANCIES:** Any officer may resign by submitting written resignation to the President. The resignation will become effective at the next regular meeting. Such vacancies or newly created offices, with the exception of the office of President elect, shall be filled by appointment by the President for the unexpired term. If the office of President becomes vacant, the President-Elect shall immediately fill the office. To replace the office of President-Elect, an interim election shall be held as provided in Article IX, Section 6-a and 6-b.

Section 4: **ATTENDANCE:** Attendance at all regular meetings is a primary responsibility of each officer. In the event an officer is unable to attend a scheduled meeting, he/she shall notify the President as far in advance as possible, and provide the President with any reports to be presented.

Section 5: **DUTIES OF OFFICERS:**

5-a: PRESIDENT'S DUTIES:

1. There shall be a Procedure Manual for the office of President to be updated annually by the incumbent prior to forwarding to the incoming

President.

2. Shall preside at all meetings of the Association.
3. Shall appoint standing and ad hoc committee chairs.
4. Shall act as an ex-officio member of all committees except the Nominating Committee.
5. Shall act as liaison with the Florida Health Information Management Association, keeping NEFHIMA informed of FHIMA activities, in coordination with the Regional Advocate.
6. Shall receive and present correspondence and forward to the Secretary for filing with meeting minutes.
7. Shall update all NEFHIMA business transaction information (e.g. Tax ID#, P.O. Box, forms and contact information).
8. Shall notify the President-Elect and provide agenda items if unable to attend a scheduled meeting as far as possible in advance of the meeting.
9. Shall appoint a member to record minutes and circulate attendance roster in event the Secretary is absent from a meeting.
10. Shall present the Treasurer's report in the event the Treasurer is absent from a meeting.
11. Shall submit regular articles to Coastlines as scheduled.
12. Shall serve as a NEFHIMA representative to the FHIMA House of Delegates.
13. Shall act as Chief Delegate to the FHIMA House of Delegates in the absence of the Past President-Director.

5-b: PRESIDENT-ELECTS DUTIES:

1. There shall be a procedure Manual for the Office of President-elect to be Updated annually by the incumbent prior to forwarding to the incoming President-elect.
2. Shall assume all the duties of the President in his/her absence.
3. Shall succeed the President in office.
4. Shall act as Program Committee Chair with responsibility to determine Continuing Education Hours awarded and provide certificates of attendance.
5. Shall introduce guest speakers presenting at bi-monthly meetings and spring seminar.
6. Shall organize all aspects of the spring seminar and solicit vendors and volunteers.
7. Shall plan the end of the year NEFHIMA Award's Banquet
8. Shall serve as a NEFHIMA representative to the FHIMA House of Delegates.

5-c: RECORDING SECRETARY'S DUTIES:

1. There shall be a procedure manual for the Office of Recording Secretary to be updated annually by the incumbent prior to forwarding to the incoming Recording Secretary.
2. Shall record and maintain the minutes and attendance roster of NEFHIMA meetings.
3. Shall maintain a permanent file of NEFHIMA correspondence.
4. Shall send thank-you notes to speakers.
5. Shall include announcement of "Dues Payable" in the meeting announcements in November and January.
6. Shall provide a signed receipt to members who have paid dues, and distribute signed membership cards to all valid members for the calendar year.

7. Shall forward copies of minutes of the previous meeting to the membership along with the meeting announcement. Non-members on the mailing list will receive meeting announcements only.
8. Shall work with the treasurer in maintaining all financial records.
9. Shall maintain a current mailing list. Shall maintain and distribute a current membership roster to all paid members by June of each year.
10. Shall notify the President, as far in advance as possible if unable to attend a meeting.
11. Shall serve as a NEFHIMA representative to the FHIMA House of Delegates.
12. Shall serve only a two year term. Term will end on alternate odd years.

5-d: CORRESPONDING SECRETARY'S DUTIES:

1. There shall be a procedure manual for the Office of Corresponding Secretary updated annually by the incumbent prior to forwarding to the incoming Corresponding Secretary.
2. Shall perform all duties of the Recording secretary in his/her absence
3. Shall maintain an up-to-date email distribution list of all active members of the association to ensure a consistent, timely communication and feedback process is in place to keep members abreast of events/changes in the profession.
4. Shall maintain a current mailing list.
5. Shall maintain and distribute a current membership roster to all paid members by June of each year.
6. Shall update and purge the membership roster for the association on an annual basis.
7. Shall send notices of scheduled meetings/events in advance.
8. Shall maintain the administrative files of the association related to membership (i.e. quorum and majority count for at meetings, corporate membership, website management, etc.)
9. Shall maintain the website for the association.
10. Shall notify the President, as far in advance as possible if unable to attend a meeting.
11. Shall serve as a NEFHIMA representative to the FHIMA House of Delegates.
12. Shall serve only a two year term. Term will end on alternate even years.

5-e: TREASURER'S DUTIES:

1. There shall be a Procedure Manual for the Office of Treasurer to be updated annually by the incumbent prior to forwarding to the incoming Treasurer.
2. Shall collect dues and maintain a current paid-membership roster and notify the Recording Secretary of changes on an ongoing basis.
3. Shall accept and disburse NEFHIMA funds as provided for in the Standing Rules and shall present a report of incoming and outgoing funds at each meeting.
4. Shall notify the President, as far in advance as possible, and provide the Treasurer's report, if unable to attend a scheduled meeting.
5. Shall order the President's plaque in time to present it to the outgoing President at the annual meeting in May.
6. Shall serve as a NEFHIMA representative to the FHIMA House of Delegates.
7. Shall serve only a two year term. Term will end on alternate odd years.

5-f: PAST PRESIDENT- DIRECTOR'S DUTIES:

1. There shall be a Procedure Manual for the Office of the Past President- Director to be updated annually by the incumbent prior to forwarding to the incoming Director.
2. Shall serve as Chairperson of the By-Laws Committee.
3. Shall act in an advisory capacity for the current President.
4. Shall assume the duties of the President in the absence of the President and President-Elect
5. Shall serve as the Chief NEFHIMA Delegate to the FHIMA House of Delegates.
6. At the NEFHIMA Annual meeting in May, the Chief Delegate shall present issues to be discussed and voted on at the FHIMA House of Delegates in July. Votes on issues should be taken so that the delegates can communicate the opinions of the NEFHIMA membership at the House of Delegates.
7. Shall communicate with the NEFHIMA to elicit items of concern and/or interest to the membership and shall communicate these concerns to the House of Delegates.

ARTICLE VI – MEETING

- Section 1: **BUSINESS MEETINGS:** Business meetings shall be held bi-monthly during the months of September through May; dates and times to be determined by the Program Committee. Educational programs may be held in conjunction with business meetings and this portion of the meeting may include invited guests.
- Section 2: **CONTINUING EDUCATION CREDIT:** A minimum of (10) continuing education credit hours shall be offered throughout the NEFHIMA year.
- Section 3: **NEFHIMA ANNUAL MEETING:** The NEFHIMA Annual Meeting will be held in the month prior to the FHIMA convention. Each outgoing officer will give summary reports. New officers will assume duties during this meeting.
- Section 4: **QUORUM:** A quorum shall consist of 25% of the paid membership.
- Section 5: **VOTING:** Voting on non-elective matters will be by show of hands or voice vote. Majority vote shall decide the outcome.
- Section 6: **ATTENDANCE FEE:** Inactive members and guests may be charged a program fee, the amount to be determined by the Program Committee.

ARTICLE VII – COMMITTEES

The incoming President shall appoint Standing Committee Chairs from among the active, paid NEFHIMA memberships. The Chair shall have the privilege of appointing members to the committee. Volunteers will be accepted and appreciated. The President shall have the right to form and appoint ad hoc committees deemed necessary during his/her tenure. The President may, for just cause, remove any committee member from his/her position and appoint a replacement. Committees will expire at the end of each President's tenure.

- Section 1: **NOMINATING COMMITTEE:** This standing committee shall be open to receive nominations for officers after January 1st. The committee shall prepare a list of nominees for each office for presentation at the next regularly scheduled regional meeting

following the call for nominations. Additional nominations may also be taken at the meeting as described in Article V and IX. A list of nominees for State Delegate positions shall be prepared for presentation at the first regularly scheduled regional meeting of the NEFHIMA fiscal year (January -December), as described in Article X.

- Section 2: **PROGRAM COMMITTEE:** This standing committee shall organize and schedule program and business meetings. The committee shall seek out and engage qualified speakers to present programs relevant to the medical record/health care professions and shall organize educational seminars of special interest to the membership according to continuing educational guidelines provided by AHIMA. The committee shall publicize programs and educational seminars in advance. The Program Committee Chair shall provide certificates of program completion for each attendee.
- Section 3: **BY-LAWS COMMITTEE:** This committee shall review and update NEFHIMA By-Laws annually.
- Section 4: **MEMBERSHIP AND FIRE COMMITTEE:** This committee shall be responsible for recruiting new members to NEFHIMA and educating others about the Health Information Management profession.
- Section 5: **ADVOCACY AND LEGISLATIVE COMMITTEE:** This committee shall be responsible for updating the membership of any new legislative changes from FHIMA and/or AHIMA.
- Section 6: **TECHNOLOGY COMMITTEE:** This committee shall work with local, state, and national members and vendors to explore the use of technology in health information. The committee will work to increase the participation of members and pursue networking opportunities for the association and its members in order to stay abreast of the latest changes in the profession and health care through the use of technology (i.e. webinars, website management, IT, teleconferencing, etc.).
- Section 7: **SCHOLARSHIP COMMITTEE:** This committee shall offer merit scholarships to outstanding undergraduate students pursuing degrees in health information administration and health information technology that have **at least one full semester (6+ hours)** of classes remaining in their course of study at the time the award is granted.

ARTICLE VIII – ORDER OF BUSINESS

The general order of business of NEFHIMA meetings will be as follows:

1. Call to Order
2. Minutes of Previous Meeting
3. Reports of Standing Committee and Officers
4. Unfinished Business
5. New Business
6. Announcement of Time and Place of Next Meeting
7. Adjournment

ARTICLE IX – ELECTION OF NEFHIMA OFFICERS

- Section 1: **NOMINATIONS:** The Nominating Committee shall present a slate of eligible officer candidates at the 1st regularly scheduled regional meeting following the call for nominations. Members may make additional nominations from the floor. Eligibility requirements are specified in Article V, Section 1.
- Section 2: **VOTING:** Election of officers shall be by secret ballot. Ballots shall be distributed to all paid members eligible to vote by the Nominating Committee Chair by the last of February (or as soon as the ballot is finalized). Completed ballots may be returned by mail (via post office or electronic means) to the Nominating Committee Chair by March 31st, or may be returned in person at the March meeting (or alternate deadline set by the Nominating Committee Chair).
- Section 3: **ABSENTEE/MAILED BALLOTS:** Absentee/mailed ballots will be accepted from paid members. Absentee ballots must be sent to the Nominating Committee Chair by March 31st or alternate date. Absentee ballots will not be accepted at the bi-monthly meeting by delivery from another person/member.
- Section 4: **RESULTS:** The Nominating Committee shall perform a private count of all properly returned ballots. Majority vote shall determine the winning officers. In case of a tie, lot shall decide the election. The President will announce the new officers at the next scheduled meeting.
- Section 5: **ASSUMPTION OF DUTIES:** New officers will assume duties at the NEFHIMA Annual Meeting. There shall be an Annual Orientation Meeting of the new board members, at a convenient time following the Annual Meeting, but before the next scheduled meeting, at which the new officers will preside. Information and officer's procedure manuals will be exchanged and discussed between the outgoing officers and the incoming officers.
- Section 6: **VACANCY IN PRESIDENT-ELECT POSITION:**
- 6-a: Should the President-Elect position become vacant, the Nominating Committee shall take nominations for qualified members to fill the position for the unexpired term. An interim election shall be held via secret ballot as outlined in Article IX, Section 2; however, rather than by March 31st, the election should be conducted so the ballots will be counted at the first regularly scheduled meeting following the meeting at which the President-Elect's resignation was accepted.
 - 6-b: Should the President-Elect resign at the end of the term and choose not to succeed to the President's position, an election for President shall be held along with the regularly scheduled election process as outlined in Article IX, Sections 1 through 5.

ARTICLE X – NORTHEAST FLORIDA HEALTH INFORMATION MANAGEMENT ASSOCIATION REPRESENTATION

- Section 1: **REPRESENTATION TO THE FLORIDA HEALTH INFORMATION MANAGEMENT ASSOCIATION HOUSE OF DELEGATES:** NEFHIMA shall be represented in the FHIMA House of Delegates as provided in the FHIMA By-Laws.
- Section 2: **ELECTION OF STATE DELEGATES:**
- 2-a: **NOMINATIONS:** The Nominating Committee shall present a slate of eligible officer candidates and State Delegate candidates at the 1st regularly scheduled regional meeting following the call for nominations. The committee shall nominate at least three more State Delegate nominees than the number allowed so that provision may be made for

alternates. Members may add names via floor nominations. Candidates for State Delegate must also be members in good standing in NEFHIMA, FHIMA, and AHIMA.

- 2-b: The NEFHIMA President, President-Elect, Recording Secretary, Corresponding Secretary, Treasurer and Past President Director at the time of FHIMA Annual Meeting shall automatically become Delegates.
- 2-c: **VOTING:** Election of State Delegates shall be by secret ballot and done in conjunction with the regular annual election process. State Delegate ballots shall be mailed to all NEFHIMA paid members eligible to vote by the Nominating Committee Chair as soon as the ballot is finalized. Absentee ballots will not be accepted at a meeting by delivery from another person/member.
- 2-d: **RESULTS:** The Nominating Committee shall perform a private count of all properly returned ballots and present results to the President who will notify the membership. Majority vote shall determine the winning State Delegates. In the case of a tie, lot shall determine the election. The nominees(s) receiving the next highest number of votes shall serve as alternate if a Delegate finds it impossible to serve.
- 2-e: **ASSUMPTION OF DUTIES:** State Delegates shall assume duties upon receipt of correspondence from FHIMA.

Section 3: **TERMS OF OFFICE:** The term of office for State Delegate shall be one year. The NEFHIMA President will serve as Delegate for one year and also for one year as Chief Delegate when in the Past President - Director's position.

Section 4: **DUTIES OF STATE DELEGATES:**

1. There shall be a manual for each State Delegate position to be updated annually by the incumbent prior to forwarding to the incoming Delegate.
2. Shall attend the House of Delegates at the FHIMA Annual Meeting.
3. Shall communicate with the NEFHIMA to elicit items of concern and/or interest to the membership and shall communicate that concerns/interest to the House of Delegates.
4. At the NEFHIMA Annual Meeting, the Delegates shall present issues to be discussed and voted on at the FHIMA House of Delegates. Votes on issues should be taken so that the delegates can communicate the opinions of the membership at the House of Delegates.
5. Shall report back to NEFHIMA with details of the FHIMA Annual Meeting and the House of Delegates.

ARTICLE XI – STANDING RULES

NEFHIMA Standing Rules are formulated and adopted by the Association to meet particular needs and remain in force until repealed. They address annual dues, authority to disperse NEFHIMA funds, and other issues as need arise. They are long standing with no time limitations. They require only a majority vote for adoption and can be amended or rescinded by a majority vote at any meeting with no prior notice. They are adopted or revised as the need arises.

ARTICLE XII – AMENDMENTS

- Section 1: Any active member of the Association may suggest Amendments to these by-laws at any regular meeting.
- Section 2: Suggested amendments shall be referred to the By-Laws Committee for appropriate formulation.

- Section 3: At least two weeks before presentation, proposed amendments will be mailed to all active members.
- Section 4: At the next meeting, the By-Laws Committee will present the formal amendment. The amendment will then be voted on with a simple majority (51%) passing it.
- Section 5: Any amendment passed by a simple majority (51%) at a regular meeting during which it is voted on shall become effective immediately.

ARTICLE XIII – PARLIAMENTARY AUTHORITY

Where the NEFHIMA By-Laws are silent – the Association shall be governed by Robert’s Rules of Order – Revised (www.robertsrules.com) and /or FHIMA By-Laws.

ARTICLE XIV – DISSOLUTION

This association is organized for educational purposes and no part of its earning shall inure to the benefit of any private member, officer, or other individual. In the event of dissolution of the Association, the net distribution assets, after liabilities, and obligations of the Association have been satisfied, shall be distributed to an organization which is organized and operated for non-profit which, in the judgement of a majority of the Board of Directors then in office, is engaged in promoting the education of our members.

Approved By the Membership: _____
Date

President

By-Laws Committee Chair