

# MMHIMA Bylaws

*AMENDED: October 2011*

## **ARTICLE I NAME**

The name of this organization shall be the Mid-Michigan Health Information Management Association.

## **ARTICLE II PURPOSE**

The Mid-Michigan Health Information Management Association's purpose is to provide a forum that offers an opportunity for professional growth and leadership.

## **ARTICLE III MEMBERSHIP**

Membership in this association shall be divided into three classes:

### **A: Active B: Honorary C. Student**

#### **Section 1: Active Membership**

Any person may be admitted to active membership who exhibits an interest in the health care information field and the mission of this Association in conjunction with payment of current dues. Only HIM credentialed individuals, or credential-eligible individuals, are eligible to vote and hold office.

#### **Section 2: Honorary Membership**

Honorary membership shall be composed of individuals who have made significant contributions to health information management or have rendered distinguished service to this association or its related field, and who are not actively engaged in health information management. Individuals may be granted Honorary membership in this association by the Executive Board. These members shall be exempt from dues and luncheon fees and shall not vote, hold office, or serve on any committee.

#### **Section 3: Student Membership**

Any individual who holds student membership in the AHIMA and/or who is formally enrolled in an AHIMA accredited or approved program, a program pending accreditation/approval, or a certificate program developed and offered by an accredited/approved program located in this state shall be a student member of this Association. A student member shall be entitled to attend business and educational meetings of this Association without payment of a registration fee (there will be a reduced fee to cover meal expenses when applicable), but shall not be entitled to vote, to hold office, or serve as a member of the Board of Directors or committee chairperson. A student member may assist with meeting arrangements and/or special projects.

#### **Section 4: Resignation**

Any member in good standing may resign by submitting his resignation in writing to the Executive Board.

#### **Section 5: Reinstatement**

Any member may be reinstated by this Association upon payment of dues for the current year.

## **ARTICLE IV OFFICERS**

### **Section 1: Officers**

The officers of this association shall be President, President-Elect, Secretary, and Treasurer. President and President-Elect shall hold office for one year or until his successor has been elected. The Secretary and Treasurer shall hold office for a period of two years or until their successors have been elected. The President-Elect having served one year shall automatically succeed to the office of the President at the end of the fiscal year.

### **Section 2: Eligibility**

Only active HIM (or credential-eligible) members in good standing shall hold the office of President, President-Elect, Secretary and Treasurer.

### **Section 3: Nominations**

Nominations shall be made by a Nominating Committee as provided in Article VII.

### **Section 4: Elections**

Elections shall be by a majority of the votes cast by active members.

**A:** In the case of a tie, the election shall be decided by lot at the annual meeting.

**B:** Voting shall be by mail or electronic ballot. The ballot, with instructions for its use, shall be mailed to all active HIM credentialed and credential-eligible members at least 30 days prior to the annual meeting.

**C:** In order to be counted, the ballot must be returned to the Chairperson of the Nominating Committee at least 10 days prior to the annual meeting. The mailing envelope must show the name and address of the voter from which the Nominating Committee Chairperson shall check the eligibility. The electronic ballot must show the voters membership number.

**D:** The Nominating Committee Chairperson shall safeguard the sealed ballots and deliver them unopened to the President or his/her designated tellers for tabulation prior to the annual meeting.

**E:** Election outcomes shall be announced during the annual meeting. **F:** All officers shall assume office at the close of the annual meeting.

## **ARTICLE V DUTIES OF OFFICERS**

### **Section 1: President**

The President shall preside at all meetings of the Association and the Executive Board and at any special meetings he/she may call. He/she shall appoint the chairperson of the Bylaws Committee and shall approve all expenditures. The President, or another board designee, shall have their registration and lodging to the annual MHIMA meeting paid by MMHIMA.

### **Section 2: President-Elect**

The President-Elect shall facilitate arrangements and educational programs. He/she

shall act as an aide to the President and assume the duties of the President in his/her absence or inability to serve.

### **Section 3: Secretary**

The Secretary shall keep full minutes of all proceedings of the Association and the Executive Board. A membership database will be maintained by the Secretary.

### **Section 4: Treasurer**

The Treasurer shall maintain an account in a bank approved by the Executive Board for all moneys received by him/her in the name of the Association. He/she shall keep a full and accurate account of all receipts and disbursements. He/she shall submit an annual report and/or such other reports as may be requested by the President and/or Executive Board.

### **Section 5: Vacancies**

In case of the resignation, incapacity or death of the President, the President-Elect shall assume the office of the President, and an election shall be held at the next regular meeting to fill the vacancy for the balance of the term. In case of a vacancy in the office of President-Elect, by resignation, incapacity or death, the office shall be filled by appointment by the Executive Board until the election at the next regular meeting. In case of a vacancy in the office of the Secretary or Treasurer, these offices shall be filled by an appointment by the Executive Board. Any office may resign by submitting his/her written resignation to the Executive Board. Such resignation becomes effective when accepted by the Executive Board.

## **ARTICLE VI EXECUTIVE BOARD**

### **Section 1: Executive Board**

The Executive Board shall be composed of the President, President-Elect, Secretary, Treasurer, and immediate Past President as an ex-officio member. The President shall be chairman of the Executive Board.

### **Section 2: Powers and Duties**

The Executive Board shall act for the Association between meetings and shall report through the President the business transacted. They shall approve all committee appointments. They shall create or dissolve special committees or change their composition or responsibilities as the need may arise. The Executive Board shall annually set strategies and objectives for the Association and outline initial action recommendations for achieving objectives. The Executive Board shall oversee an external financial audit on an annual basis (at the end of the fiscal year), or more frequently as the need may arise.

### **Section 3: Meetings**

Executive Board shall meet at the minimum, biannually and at the call of the President.

### **Section 4: Quorum**

A majority of the Executive Board shall constitute a quorum for the transaction of business.

## **ARTICLE VII COMMITTEES**

### **Section 1: Standing Committees**

**A:** Bylaws

**B:** Nominating

### **Section 2: Bylaws Committee**

The Bylaws Committee shall receive all suggestions and proposals for amendments, initiate bylaws, amendments, study and submit them to the Executive Board for further study or revision. They shall present proposed revisions in writing to the membership at least 10 days prior to the meeting at which they are to be considered.

### **Section 3: Nominating Committee**

This committee shall consist of a chairperson and two members who shall be elected by the membership. The member receiving the highest number of votes shall be chairperson. The chairperson will serve for a period of two years. The committee shall prepare a ballot for the annual meeting with one or more names for each office to be filled by those who have consented to serve if elected. Ballots shall be mailed to each active member. In the event that a vacancy occurs in the chairmanship of committee, the member currently serving on the committee who received the next highest number of votes shall assume the chairmanship and the vacancy created in the committee's membership shall be filled by the nominee receiving the next highest number of votes at the previous election.

## **ARTICLE VIII MEETINGS**

### **Section 1: Regular Business Meetings**

Unless otherwise ordered by the Executive Board, quarterly meetings including the annual meeting shall be held each year. The annual meeting shall be for the purpose of installation of officers and the annual reports of the offices, and committee chairpersons.

Quorum - At any meeting of the members, a quorum shall exist of all active members present. Voting - Decisions shall be by a majority of the active members present and voting.

### **Section 2: Special Meetings**

Special meetings may be called by the President or a two-thirds vote of the active membership. The call for a special meeting shall state the business to be transacted and no business shall be transacted except that specified in the call.

Quorum - same as above. Voting - same as above.

## **ARTICLE IX FINANCES**

### **Section 1: Dues**

The annual dues shall be fifteen dollars, to be paid to the Treasurer at the beginning of the fiscal year in October. The fiscal year of this Association shall be October 1 through September 30. Dues shall be paid on a fiscal year basis and shall be due on October 1.

If dues are not received by the treasurer by November 1, one month after the start of the fiscal year, the member shall automatically forfeit his/her membership. Exception to

this rule shall be illness of the member or other excuse acceptable to the Executive Board.

### **Section 2: Expenses**

Necessary expenses incurred by the officers and committees in the service of the Association shall be refunded from the Treasury with authorized approval from the President. In the event of expenses being submitted by the President, the President-Elect will authorize payment. No monies of the Association shall be distributed to the members or officers of this Association or accrue to the benefit of the individual.

### **Section 3: Dissolution**

The Association is organized for educational purposes and no part of its earnings shall inure to the benefit of any private member, officer, or other individual. In the event of a dissolution of this association, the net distribution assets, after all liabilities and obligations of the association have been satisfied, shall be distributed to an organization which is organized and operated not for profit which, in the judgment of a majority of the executive board then in office, is engaged in promoting the education of our members.

## **ARTICLE X PARLIAMENTARY AUTHORITY**

The rules contained in ROBERT'S RULES OF ORDER REVISED shall govern the meetings of this Association in areas not covered by the Bylaws.

## **ARTICLE XI AMENDMENTS**

### **Section 1: Amendments (advance submission)**

These Bylaws may be amended at any regular or annual meeting by a two-thirds vote of the active members, a quorum being present, provided that a copy of the proposed amendment has been sent to every member at least ten (10) days prior to the meeting at which it is to be voted on.

### **Section 2: Amendments (current submission)**

By a ninety (90) percent vote of the active members present at the annual meeting, an amendment to the Bylaws may be proposed and acted upon at the same meeting without previous notice to the membership. A ninety (90) percent vote of the active members present at the annual meeting shall likewise be required for adoption of the amendment.