

# *Northeast Ohio Health Information Management Association*

## **MISSION STATEMENT AND BYLAWS**

REVISED: June, 2007

### **MISSION STATEMENT**

The Northeast Ohio Health Information management Association endeavors to promote excellence in the profession of Health Information Management. NOHIMA is committed to quality in health information for the benefit of patients and providers. We serve our members by conducting educational activities and by providing a forum for communication and exchange of ideas.

### **BYLAWS**

#### **ARTICLE I NAME OF ORGANIZATION**

The organization shall be known as the Northeast Ohio Health Information Management Association (NOHIMA).

#### **ARTICLE II PURPOSE**

The purpose of this Association shall be to promote the art and science of the Health Information management Profession, to provide a means of communication and exchange of ideas, to promote and conduct continuing education activities, to encourage and enhance Health Information management professional image.

#### **ARTICLE III MEMBERSHIP**

##### **SECTION :** MEMBERSHIP DESCRIPTION

The membership of this Association shall be divided into three (3) classes:

- a. Active
- b. Student
- c. Honorary

##### **SECTION 2:** ACTIVE MEMBERSHIP

Individuals interested in the AHIMA and NOHIMA purpose and willing to abide by the Code of Ethics are eligible for active membership. Active Members in good standing shall be entitled to all membership privileges including the right to vote; to hold office; to serve as a member of the

Board of Directors; serve as Committee Chairmen, Strategy Managers, or Project Leaders; serve as Project or Committee members.

**SECTION 3: STUDENT MEMBERSHIP**

Any individual who holds student membership in AHIMA and who is either formally enrolled in a program for Health Information Management Administrators or Technicians and elects this Regional Association membership shall be a student member of this association as long as his student membership in AHIMA continues. Student members shall have all rights and privileges of membership, including that of serving as a project or committee member in designated student positions with voice but no vote. They shall not be entitled to other voting privileges, to hold office, or serve as a member of the Board of Directors, Committee Chairman, Strategy Manager, or Project Leader.

**SECTION 4: HONORARY MEMBERSHIP**

Any person who made a significant contribution to health information management science or rendered distinguished service in the health information management profession or its related fields may be awarded honorary membership in AHIMA by the Board of Directors or by a simple majority vote of the House of Delegates. These members shall be exempt from dues. An honorary member may hold no other class of membership in NOHIMA. Honorary Members shall be eligible for a Regional appointment. Honorary Members who were Active Members shall retain their active membership rights at the time of Honorary appointment.

**SECTION 5: APPLICATION**

Applications for membership shall be submitted in the form approved by the Board of Directors.

**SECTION 6: GOOD STANDING**

Good Standing is defined as, having paid annual dues.

**ARTICLE IV  
OFFICERS**

**SECTION 1: OFFICERS**

The Officers of the Association shall be President(s), President(s)-Elect, Secretary, Treasurer, Past President(s), and four (4) Directors, each of whom shall hold office for two years or until his/her successor shall have been elected and qualified. All Officers shall be active members in good standing. The President(s)-Elect, President(s) and Past President(s) will be AHIMA-approved credential holder(s). These Officers shall constitute the Board of Directors.

**SECTION 2: ELECTION**

The President(s)-Elect, Secretary and Treasurer and the two (2) Directors shall be elected by ballot. The President(s) will have served as President(s)-Elect during the preceding year. The two (2) other Directors shall be appointed by the President(s). The term of the office shall begin immediately following the close of the annual meeting.

Voting shall be by mail ballot or paper ballot at a meeting. The ballots, with instructions for their use, shall be placed in the mail or e-mailed to all members in good standing at least 30 days prior to the annual meeting. In order to be counted, the ballot must be returned, via mail, with complete return address, to the assigned Director. Ballots received after the deadline as determined by the Board of Directors, or that do not contain a complete return address, shall be

destroyed, unopened. Elections shall be by majority of votes cast. In case of a tie, the election shall be decided by lot.

### SECTION 3: VACANCIES

Any Officer or Director may resign at any time by submitting his/her written resignation to the Board of Directors, by such resignation shall not become effective until accepted by the Board of Directors.

Any Officer or Director may be removed from office by a 2/3 vote of the Board of Directors whenever, in their judgment, the best interest of the Association will be served by such action. Such Officer or Director shall be able to request an Appeal Committee composed of the local Association Membership. A 2/3 vote is required to uphold the decision of the Board of Directors. If the removal is undisputed or upheld by the Appeal Committee, such removal from office shall become effective on the day of written notification to said Officer or Director and the membership shall be notified in writing, of the Board of Director's decision.

In case of death, incapacity, resignation, or removal of any Officer or director during his term of office, the vacancy shall be filled by vote of the Board of Directors.

In case of death, incapacity, resignation, or removal of the President-Elect prior to assuming the Office of President, an elected Director shall assume the position of the President-Elect by vote of the Board of Directors for the unexpired term and shall assume the Office of President at the closing of the fiscal year.

### SECTION 4: DUTIES OF OFFICERS, PRESIDENT(S)

Except as otherwise provided, the President(s) shall preside at all meetings of the Association and shall appoint two (2) Directors. The President(s) shall serve as member(s) of and shall chair the Board of Directors. The President(s) will assign one duty to each Director.

### SECTION 5: DUTIES OF THE OFFICERS, PRESIDENT(S) ELECT

The President(s)-Elect shall serve as a member(s) of the Board of Directors and shall preside over all functions in the absence of the President(s) and be responsible for the annual review and revision of the bylaws.

### SECTION 6: DUTIES OF THE OFFICERS, SECRETARY

The Secretary shall be a member of the Board of Directors and shall keep a permanent record of meetings of the Association and of the Board of Directors, and shall submit them for approval the next meeting of the respective group. The Secretary shall send notice of the meetings to the paid membership. The Secretary shall carry on the official correspondence of the Association under the direction of the President(s).

### SECTION 7: DUTIES OF THE OFFICERS, TREASURER

The Treasurer shall serve as a member of the Board of Directors and shall keep a record of the accounts of the Association. The Treasurer shall render written reports at all scheduled meetings and an annual Report at the annual meeting. The Treasurer shall deposit all monies of the Association in the bank.

### SECTION 8: DUTIES OF THE DIRECTORS

The Directors will be responsible for duties assigned by the President(s). Two (2) Directors shall be appointed by the President(s) and two (2) Directors shall be elected by ballot.

**ARTICLE V.  
BOARD OF DIRECTORS**

The Board of Directors shall consist of elected Officers and appointed directors. A second year Cuyahoga Community HIT Student shall be elected by class members to serve as a non-voting student liaison. Meetings of the Board of Directors may be called at the discretion of the President(s) or a majority vote of the Board Members to transact any business, which may arise.

After the annual meeting and prior to the next meeting, the Treasurer shall recommend for Board approval, an auditor to review the financial records. The Board of Directors, exclusive of the Treasurer, shall accept and approve the annual Treasurer's Report to the Association.

**ARTICLE VI.  
BYLAWS**

**SECTION 1:**

Bylaws shall be reviewed annually by the NOHIMA Board of Directors. Revisions shall be presented to the membership. All Bylaw changes shall be approved by the membership. After the adoption of any bylaw changes of the Association, the Secretary shall prepare and distribute a copy of the Bylaws to each member.

**SECTION 2:**

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 reviewed by the Board of Directors and is subsequently distributed to the general membership at least two weeks prior to the date of the meetings. Amendments become effective immediately after their adoption, unless otherwise stated in the motion.

**ARTICLE VII  
ASSOCIATION GOALS**

Association goals will be defined on an annual basis by the Board of Directors. The President(s) shall assign one goal/duty to each of the Directors.

**ARTICLE VIII  
QUORUMS**

A quorum of the Association shall consist of 25 active members. A quorum of the Board of Directors shall be a majority of the voting members.

**ARTICLE IX  
FINANCES**

**SECTION 1: FISCAL YEAR**

The Fiscal Year of the Association shall be from June 1 through May 31.

**SECTION 2: DUES**

The dues shall be determined by the Board of Directors and shall be payable to the Northeast Ohio Health Information management Association. Solicitation for payment of dues shall be mailed to the membership at the beginning of the Fiscal Year.

**ARTICLE X  
RETENTION OF RECORDS**

For retention of official NOHIMA records, refer to OHIMA Record Retention Guidelines.

**ARTICLE XI  
DISSOLUTION**

In the event of dissolution of the Association, the assets (cash) will be donated to an educational and/or scholarship fund, which qualifies as an exempt organization under the Internal Revenue Code.

**ARTICLE XII  
PARLIAMENTARY AUTHORITY**

Where the Bylaws are silent, NOHIMA shall be governed by the latest edition of Robert's Rules of Order.