

SePHIMA Bylaws

ARTICLE I

NAME

The name of this association shall be the Southeastern Pennsylvania Health Information Management Association, hereinafter referred to as SePHIMA.

ARTICLE II

OBJECTIVES

Section 1.

The purpose of SePHIMA shall be consistent with those of PHIMA. SePHIMA is an Association of individuals who are organized to improve the art and science of health information management and to improve the quality of comprehensive health information services for the welfare of the public.

Section 2.

The activities of the Association shall be guided by a strategic plan, which is reviewed annually and revised as needed by the Executive Board. The strategic plan shall govern a period of not less than three years. Goals and objectives shall be developed each year, which are consistent with the current strategic plan. The guiding principles of the strategic plan shall be:

1. to foster and increase knowledge of and proficiency in Health Information Management.
2. to conduct and participate in educational programs and activities concerning Health Information Management.
3. to provide forum for the interchange of ideas and dissemination of material relative to Health Information Management.
4. to cooperate with hospitals and patient care organizations and agencies, and their related associations, governmental agencies and other interested groups in matters pertaining to Health Information Management.
5. to establish and promulgate principles relative to Health Information Management.
6. to establish standards of performance for individuals and organizations in various areas of Health Information Management.
7. to do research in areas of Health Information Management to help achieve objectives.

ARTICLE III

OFFICERS

1. The officers shall be President, President-Elect, Secretary and Treasurer.
2. These officers and the Immediate Past-President shall constitute the Executive Board.

ARTICLE IV

MEETINGS

1. There shall be scheduled educational meetings during the Association year.

ARTICLE V

MEMBERSHIP & APPLICATION

Section 1.

There shall be four categories of membership:

Active (credential or non-credential):

Any individual willing to abide by the AHIMA Code of Ethics is eligible for active membership. An active member in good standing is entitled to vote, serve as a member or a chairperson of a committee, and hold office in accordance with Article VI - Election of Officers.

Student:

Any individual enrolled in an AHIMA accredited program is eligible for student membership. A student member is not entitled to vote, hold office, but is eligible to serve as a member of a committee

Honorary:

Any individual who has 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 SePHIMA by the Executive Board. These members are entitled to vote and serve as a member or a chairperson of a committee and are exempt from dues. Selection into this category must be approved through policy set by the executive board of SePHIMA

Senior:

Any current member over age 65 is eligible for this type of membership. A senior member in good standing, is entitled to vote, serve as a member or a chairperson of a committee, and hold office in accordance with Article VI - Election of Officers and is exempt from dues.

Section 2.

A member who has paid dues in accordance with Article XII - *Dues*, shall be considered in good standing.

Section 3.

All applications for membership shall be in writing via the established process on an annual basis on a form approved by the Executive Board. The total amount of dues for the year shall accompany the application.

ARTICLE VI

ELECTION OF OFFICERS

1. In accordance with Article V, only active and senior members in good standing may hold office.
2. Additional qualifications for election as an officer are:
3. Documented active participation in the SePHIMA as:
 - o Chair or Committee member preferably within the last three (3) years; and
 - o Attendance at least one Association meeting during the previous Association year.
4. Election of officers shall be by ballot prior to the Annual Meeting. In the event of a tie vote for an elected office, the officers shall be chosen by lot at an Executive Board meeting prior to the Annual Meeting.
5. The ballot shall be sent to active members at least forty-five (45) days prior to the Annual Meeting at which installation is to take place. A ballot shall only be valid if received by the Chair of the Nominating Committee fifteen (15) days prior to the Annual Meeting.
6. The Chair of the Nominating Committee shall notify the President and the President-Elect of the results at least ten (10) days prior to the Annual Meeting.
7. The President-Elect shall notify all officers of their election at least seven (7) days prior to the Annual Meeting.
8. Each officer, except the Treasurer and Secretary shall hold office for one year, or until his/her successor has been elected and qualified. The Treasurer and Secretary hold office for two terms, on a staggered basis to provide continuity. In the event of death, incapacity or resignation of any officer with the exception of the President-Elect, the Executive Board shall fill the office by designating a member to serve for the remainder of the unexpired term.
9. In the event of a vacancy in the office of the President-Elect, the office shall be filled through a special election of the members if the vacancy occurs prior to December 31. If the vacancy occurs after December 31, the current President shall continue in the office of President for another full term.

ARTICLE VII

DUTIES OF OFFICERS

Section 1.

President: The president shall preside at all meetings of the Association and of the Executive Board; shall appoint chairs of all standing committees and Chairs of any special committees as the need arises; shall render an annual report of SePHIMA activities; and shall authorize all expenses. The President shall notify all officers of their election at least seven (7) days prior to the SePHIMA Annual Meeting. The President shall serve as an ex-officio member of all committees except the Nominating Committee. Whenever the business of the Association warrants, the President may call a special meeting of the Executive Board.

Section 2.

President-Elect: The President-Elect shall perform the duties pertaining to the office of the President during his/her absence, disability or inability to act, serve or preside; shall serve as an official member of the Executive Board; shall serve as the Chair of the Finance Committee; shall serve as an ex-officio member of the Bylaws Committee and shall perform other such duties as

the President or Executive Board may from time-to-time determine. The President-Elect shall notify the Chair of the Standing Committees of their appointment at least ten (10) days prior to the SePHIMA Annual Meeting.

Section 3.

Secretary: The Secretary shall keep a permanent record of the proceedings of all SePHIMA and Executive Board meetings. Minutes of the SePHIMA meetings will be forwarded to the Chair of the Technology Committee after approval for distribution to the membership via the established process. The Secretary shall perform such other duties as directed by the President and the Executive Board. The Secretary shall insure the destruction and retention of official documents as per the guidelines of SePHIMA and other appropriate bodies.

Section 4.

Treasurer:

1. The Treasurer shall keep a full and accurate account of all receipts and disbursements in books belonging to SePHIMA and shall pay all authorized bills. He/she shall submit a formal report of all transactions at each meeting (or at least quarterly) to the President and Executive Board for monitoring the Association's finances.
2. The outgoing Treasurer shall be responsible for closing the books by July 31.
3. The outgoing Treasurer shall be responsible for relinquishing the books to the incoming Treasurer in order to allow for a compilation on an annual basis. The accountant shall prepare and complete all appropriate paperwork by September 15.
4. The outgoing Treasurer shall be responsible for providing bank signature cards for the appropriate officers at the SePHIMA Annual Meeting. The incoming Treasurer shall be responsible for making the necessary bank arrangements no later than August 15.
5. The Treasurer shall serve as an ex-officio member of the Finance Committee.
6. The Treasurer shall perform such other duties as directed by the President and the Executive Board.

Section 5.

Immediate Past President: The Immediate Past president shall serve as a member of the Executive Board and as Chair of the Nominating Committee. The Past President shall serve as a resource person to the Executive Board and shall perform such other duties as directed by the President and the Executive Board.

Section 6.

Outgoing Officers: All outgoing officers shall deliver to their successors all SePHIMA property in their possession no later than July 15 of the current year. Each officer shall prepare an Annual Report for submission at the last regularly scheduled Board Meeting to be presented to the membership.

ARTICLE VIII

EXECUTIVE BOARD POWER AND DUTIES

1. The property, business and affairs of SePHIMA shall be managed and controlled by the Executive Board on behalf of its membership between business meetings. Board actions shall provide for the development and maintenance of procedural documents related to these Bylaws.
2. The Executive Board shall approve the budget prepared by the Finance Committee.
3. Members of the Executive Board shall make every effort to attend all Executive Board and SePHIMA meetings.

ARTICLE IX

STANDING COMMITTEES

Section 1

Standing Committees shall be as follows:

1. Bylaws Committee
2. Nominating Committee
3. Education and Arrangements Committee
4. Membership Committee
5. Public Relations Committee
6. Finance Committee
7. Advocacy Committee
8. Emerging Technology Committee
9. Other committees, task forces to be determined by membership

Section 2

The Chairs of the Standing Committees shall be appointed by the President and shall deliver the Committee's procedure Manual to their successors no later than July 15. An annual Report shall be presented at the last regularly scheduled Executive Board meeting and presented to the membership at the Annual Meeting.

Section 3

The Bylaws Committee shall consist of active members along with the President-Elect, who shall serve as an ex-officio member. The Bylaws Committee shall review the Bylaws annually for possible revision and they shall present all proposed amendments to the general membership in accordance with Article XIV - Amendments.

Section 4

The Nominating Committee shall be the immediate Past President with members elected by ballot in accordance with procedures outlined in Article VI - Election of Officers. A minimum of six (6) candidates for Nominating Committee membership shall be offered.

1. The Committee members shall consist of the three (3) candidates receiving the plurality of votes.
2. The fourth candidate receiving the plurality of votes will be designated alternate.

3. In the event of a tie vote for one of the member positions, the member shall be chosen by lot at an Executive Board meeting prior to the Annual Meeting.
4. The incoming Chair of the Nominating Committee shall notify all members of their election to the Committee at least seven (7) days prior to the annual meeting.
5. In the event that any member of the Nominating Committee is unable to serve their full term, the alternate shall complete the term.
6. Members of the committee who are running for office or Nominating Committee membership shall not be permitted to tally or verify the ballots.

Section 5

The Education and Arrangements Committee shall arrange a schedule and program for the meetings. The Committee shall send meeting notices to the membership and shall be responsible for one general meeting prior to the AHIMA National Convention and making the arrangements for SePHIMA's Annual Meeting. Programs shall be of sufficient educational level to qualify for continuing education credits from the American Health Information Management Association.

Section 6

The Membership Committee shall:

1. Distribute, receive and process all applications for membership.
2. Keep a record of all members, their addresses, qualifications, and activities including offices they have held in any Health Information Management Association within the last five (5) years through the established process.
3. Provide an official membership roster to the members of the Executive Board and all Committee Chairs by November 1 and be responsible for forwarding any changes or corrections to the roster on a monthly basis to the above listed
4. Send welcome letter written by the President to all members.

Section 7

The Public Relations Committee shall be responsible for publication of the Association's Newsletter via the established process on a quarterly basis. They should also represent SePHIMA at local high schools, colleges, and other organizations for career counseling and recruitment. They shall pursue the various avenues of media that are available to promote the activities for SePHIMA.

Section 8

The Finance Committee shall prepare a budget for the following fiscal year and submit that budget to the Executive Board no later than March 15.

Section 9

Advocacy Committee shall keep the Association members informed of up-to-date information on local, state and federal legislative and regulatory issues affecting the profession. The Committee shall provide support to the membership by assisting in the identification and development of the Association's advocacy efforts and positions as they relate to the Health Information Profession. The Committee shall work with the Chair of the Education and Arrangements Committee to plan presentations on topics related to the above for SePHIMA meetings.

Section 10

Emerging Technology Committee shall provide support to the membership in developing materials that promote the electronic health record, RHIO and other technology initiatives. The committee will also actively assist (participate) in maintaining the website for SePHIMA.

ARTICLE X

QUORUM

A quorum of the Association, twelve (12) members, shall be present before a business meeting can begin. Of the Executive Board, three (3) members shall constitute a quorum.

ARTICLE XI

FISCAL YEAR

A fiscal year of the Association shall be from July 1 to June 30.

ARTICLE XII

DUES

Dues shall be paid annually. Assessments can be made when established by a simple majority vote of membership, a quorum being present.

ARTICLE XIII

PARLIAMENTARY AUTHORITY

Robert's Rules of Order (revised) shall govern the meetings of this Association.

ARTICLE XIV

AMENDMENTS

1. The Bylaws may be amended by a two-thirds vote of the membership responding to the ballot question(s) on the proposed amendments.
2. Final proposals for amendment or repeal of any bylaw, or adoption of any new bylaw shall be submitted to the Executive Board sixty (60) days prior to the Annual Meeting.
3. Upon approval by the Executive Board, each proposal and rationale shall be presented to the membership by publication in the newsletter or via email at least thirty (30) days prior to discussion at a business meeting.
4. The questions on the proposed amendments shall be mailed to the membership in conjunction with the ballot.

ARTICLE XV

DISSOLUTION

SePHIMA shall make no distribution of its assets to any of its members during the period of its operation or upon the liquidation of SePHIMA. Assets remaining after all obligations have been satisfied or provided for shall be transferred to a non-profit entity determined by the Executive Board.

Approved 11/29/2007