Bylaws of Southwest Florida Health Information Management Association

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SWFHIMA’s Mission

SWFHIMA’s mission is “empowering health information management professionals to positively impact health by advancing best practices.”

## **ARTICLE I NAME**

The name of this Association shall be the Southwest Florida Health Information Management Association, hereafter referred to as **SWFHIMA**.

### ARTICLE II DEFINITION

SWFHIMA is defined as a separate, unincorporated non-profit group that is affiliated with the Florida Health Information Management Association (FHIMA) and is identified by a distinct geographic region determined by FHIMA. At this revision, SWFHIMA consists of the following counties: Charlotte, Collier, De Soto, Hardee, Highlands, Lee, Manatee, and Sarasota.

### ARTICLE III PURPOSE

The purpose of SWFHIMA shall be identical with that of FHIMA – to commit to excellence in the management of health information for the benefit of patients and providers.

### ARTICLE IV MEMBERSHIP

Section1. Categories

The membership of this Association shall be divided into two (2) categories:

1. Active
2. Student

Section 2. Active Membership

Any AHIMA/FHIMA active member in good standing and any non-AHIMA/FHIMA individual interested in the SWFHIMA purpose and willing to abide by the AHIMA Code of Ethics may become Active members. Active members in good standing, who are also Active AHIMA/FHIMA members in good standing, shall be entitled to vote, to hold office on the Executive Board, and serve as Committee Chairmen or committee members. Active non-AHIMA/FHIMA members in good standing shall be entitled to all membership privileges including the right to vote, except as stipulated in these Bylaws (Article VI, Section 2 – Eligibility of Officers) and in the FHIMA Bylaws as follows:

1. Only active and honorary members of AHIMA and FHIMA shall be eligible to serve on the FHIMA Board of Directors.

Section 3. Student Membership

Any individual who holds student membership in AHIMA and is currently/formally enrolled in an AHIMA approved or accredited program, including those pending accreditation/approval, and selects this region for association membership shall be a student member of SWFHIMA as long as the student membership in AHIMA continues. A student member may attend business and education meetings of the association. A student member shall not be entitled to vote, hold office or serve as a Committee Chairman. Student members shall have all other rights and privileges of membership, including that of serving on committees or the SWFHIMA Executive Board as a Student Liaison (Article XI), with voice but no vote.

## Section 4. Application for Membership

Application must be ~~in~~ completed electronically by filling out the applicant’s information on the SWFHIMA website. Total amount of dues as provided in the SWFHIMA Bylaws shall be sent to the Treasurer or paid online on the SWFHIMA website.

Section 5. Conflict of Interest

Each individual acting in any capacity for the SWFHIMA shall disclose to the Executive Board any situation which might be construed as placing the individual in a position of having an interest that may in any way conflict with his or her duties to the Association.

Section 6. Indemnification

SWFHIMA shall indemnify to the fullest extent authorized or permitted any person made, or threatened to be made, a party to an action, suit or proceeding by reason of the fact that said person is or was an officer or member acting in good faith on behalf of SWFHIMA.

SWFHIMA shall also indemnify and hold the FHIMA and its directors, officers, employees and agents harmless from any and all claims arising from the acts or omissions of SWFHIMA, except to the extent caused by the FHIMA’s own negligence or willful misconduct.

Section 7. Cessation of Property Interest

All rights, title and interest, both legal and equitable, of a member in and to the property of this Association shall cease in the event of either of the following:

1. Transfer of membership out of the State of Florida
2. Resignation or death
3. Forfeiture of membership or expulsion

Section 8. Forfeiture of Membership

Annual dues are due and payable on July 01 of each year. If the Treasurer does not receive dues by October 01 of the current year, the member shall forfeit his/her membership.

Section 9. Reinstatement

Any individual may be reinstated in SWFHIMA upon payment of dues for the current fiscal year as stated in these Bylaws (Article X, Section 2 - Dues).

### ARTICLE V EXECUTIVE BOARD

1. The SWFHIMA Executive Board shall consist of the Officers of SWFHIMA, Committee Chairmen and a Student Liaison (with voice but no vote). This Executive Board shall be empowered to create and dissolve ad hoc committees; to make necessary expenditures of funds; and to generally perform such duties as may be necessary to ensure the continuity of SWFHIMA.
2. The Executive Board shall prepare and oversee the implementation of a strategic plan for SWFHIMA.
3. The plan shall be updated annually as necessary and will be distributed to the membership.

### ARTICLE VI OFFICERS

Section 1. Officers, Authority, and Terms of Office

The officers of SWFHIMA shall be a President, President-Elect, Past-President, Secretary, and Treasurer. The SWFHIMA officers are ultimately responsible for their organization’s decisions, actions, and inactions. Each officer shall hold office one year, except the Treasurer and Secretary, which are two-year positions.

Section 2. Eligibility

Only Active members in good standing shall be eligible to hold office. Additionally, the President, President-Elect, and Past-President must also hold valid AHIMA credentials and be Active members of AHIMA/FHIMA in good standing.

Section 3. Nominations

Any Active member may place his or her own name or another Active member’s name in the nomination via the Nominating Committee.

Section 4. Elections

Election of officers shall be made by a majority of votes cast by Active members in good standing as prescribed by these Bylaws:

1. Names of the nominees shall be compiled in a ballot format and emailed to all Active members in good standing 45 days prior to the annual meeting.
2. Voting shall be by ballot only. In order to be counted, the ballot must identify the voter member with active member ID and be received prior to the close of the election polls.
3. Votes shall be tabulated through the electronic tool that is to be utilized.
4. The President will notify all candidates on the ballot of the results of the election. The newly elected officers shall be inducted into their respective office at the annual meeting. The newly installed officers will assume the duties of that office at the beginning of the SWFHIMA fiscal year (July 01). In the absence of the President, the President-Elect will assume responsibilities for the notifications.

Section 5. Vacancies

In the case of the death, incapacity or resignation of any officer during the term of office, the vacancy shall be filled by vote of the SWFHIMA Executive Board of Directors.

Any officer may resign at any time by submitting a written resignation to the SWFHIMA Executive Board of Directors, but such resignation shall not become effective until accepted by the SWFHIMA Executive Board of Directors.

Section 6. Removal

Any of the elected or appointed officers of SWFHIMA or Committee Chairmen may be removed for just cause by the SWFHIMA Executive Board, providing such action is taken by a majority of the members of the Board.

#### ARTICLE VII DUTIES OF OFFICERS

Section 1. Duties

The duties of the officers shall be specified in these Bylaws and in such Standing Rules, as may from time to time be adopted. Such duties may be also specified in the Bylaws and Standing Rules of FHIMA, and the latest edition of Robert’s Rules of Order.

Section 2. President

##### Shall preside at all meetings of the SWFHIMA

1. Shall submit names of newly elected SWFHIMA officers to the FHIMA Executive Coordinator.
2. Shall keep the property of SWFHIMA and maintain an accurate inventory of such property.
3. Shall be one of three authorized co-signers of all checks written from the SWFHIMA check book (only two signatures are needed).
4. Shall review the quarterly bank statement given to the President by the Treasurer and they will present to all Executive Board members at the next scheduled Board meeting.
5. Shall prepare an annual budget for the following fiscal year, with the assistance of the President-Elect and the Treasurer.
6. Shall prepare an Annual Report for distribution to the membership at the Annual Meeting.
7. Shall transfer to the successor all records of SWFHIMA and property of SWFHIMA, which are in her/his possession after the close of the annual ~~(May)~~ meeting.
8. Additional duties as needed.

Section 3. President-Elect

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

###### Shall serve as Chairman of the Bylaws and Standing Rules Committee and make it his/her primary priority to read and understand them.

1. Shall assist the President and Treasurer in the preparation of the annual budget for the following year.
2. Shall transfer to the successor all records of SWFHIMA, which are in his/her possession after the close of the annual ~~(May)~~ meeting.
3. Additional duties as needed.

Section 4. Past-President

1. Shall serve as a member of the FHIMA Nominations Committee, as required by FHIMA.
2. Shall serve as a resource consultant for ideas, history and proper rulings.
3. Shall be one of three authorized co-signers of all checks written from the SWFHIMA check book (only two signatures are needed).
4. Shall transfer to the successor all records of SWFHIMA, which are in his/her possession after the close of the annual meeting.
5. Additional duties as needed.

Section 5. Secretary or Designee

##### Shall record and maintain minutes of all meetings of SWFHIMA.

1. Minutes will be submitted to the President for review and approval within 15 days from the date of the last SWFHIMA meeting.
2. Shall report voting status via statement of active membership and quorum at special membership meetings, if held, and the annual meeting.
3. Shall transfer to the successor all records of SWFHIMA, which are in his/her possession after the close of the annual meeting.
4. Additional duties as needed.

Section 6. Treasurer

1. Shall receive and disburse the funds of SWFHIMA and present a written report to the President at each regular meeting.
2. Shall maintain an accurate record of SWFHIMA finances.
3. Shall be one of three authorized co-signers of all checks written from the SWFHIMA check book (only two signatures needed).
4. Shall submit a quarterly bank statement to the President to be presented to all Executive Board members at the next scheduled Board meeting.
5. Shall accept membership applications and dues, issue and complete membership cards and mail with welcome letters.
6. Shall maintain an accurate roster of members in good standing.
7. Shall accept registration fees for educational/coding seminars and workshops, as may be planned each year, and keep an accurate roster of attendees.
8. Shall assist the President and President-Elect in the preparation of the annual budget for the following year.
9. Shall transfer to the successor all records of SWFHIMA, which are in his/her possession after the close of the annual meeting.
10. Additional duties as needed.

### ARTICLE VIII AD HOC COMMITTEES

Section 1. Ad Hoc Committees

There shall be such committees as necessary to conduct the business of SWFHIMA.

Section 2. Committee Chairmen

The Committee Chairmen may appoint such a number of members as necessary to assist them in the performance of their assignments, including those members as stated in the committee descriptions (Article VIII, Sections 8-16).

All committee functions shall be performed by the Committee Chairmen accountable to the SWFHIMA Executive Board, following the concept that jobs are assigned to individuals rather than to a committee.

Section 3. Standing Committees

The Standing Committees are:

##### Bylaws and Standing Rules

1. Education and Programs
2. Nominations
3. Publications
4. Membership
5. Clinical Data Management

Section 4. FHIMA-Related Committees

The FHIMA-Related Committees are:

1. Advocacy and Public Policy
2. HIM Awareness

C. Membership/Student Engagement

## Section 5. Appointments

The President will appoint the Chairmen of all committees, except as follows:

1. The Chairman of the Bylaws and Standing Rules Committee shall bePresident-Elect*.*
2. The Chairman of the Education and Programs Committee shall be the President.
3. The Chairman of the Nominations Committee shall be the immediate Past-President.
4. The Chairman of the Membership Committee shall be the immediate Past-President*.*

Section 6. Eligibility

Any Active member in good standing shall be eligible for appointment by the President as Chairman, except as otherwise specified in these Bylaws (Article VIII, Section 5 – Appointments).

Section 7. Vacancies

A vacancy on a committee shall be filled by the same procedure as the original appointment was made.

Section 8. Bylaws and Standing Rules Committee

The Bylaws and Standing Rules Committee shall consist of a Committee Chairman who shall be the President-Elect*,* and additional members as needed, who shall perform the following duties:

1. Become very familiar with the SWFHIMA Bylaws and Standing Rules, and the FHIMA Bylaws and Standing Rules, in preparation of taking the office of President in the following year and be able to guide the Officers and members of the association in accordance with them.
2. Receive all proposed amendments and shall submit them together with any which the Committee itself proposes with its recommendation for action at any meeting.
3. Compare the Bylaws with those of FHIMA after amendments are accepted.
4. Report status at business meetings.

Section 9. Education and Programs Committee

The Education and Programs Committee shall consist of a Committee Chairman who shall be the current President, the President-Elect as the principal committee member, the Student Representative, and additional members as needed, who shall perform the following duties:

1. Plan, develop and present educational programs for continuing education credits for members.
2. Assign continuing education credits according to the guidelines prepared by AHIMA and shall keep accurate records of attendees.
3. Present attendees with a “Certificate of Attendance” documenting attendance.
4. Send a program notice to the Publications Chairman at least five (5) weeks prior to each scheduled program.
5. Gather the program evaluations and prepare a summary to be presented at the next business meeting.
6. Maintain the list of speakers, which shall be passed on to the incoming President for the following year as stated in these Bylaws (Article VII, Section 2 (M) – Duties of Officers: President).
7. Report status at business meetings.

Section 10. Nominations Committee

The Nominations Committee shall consist of a Committee Chairman who shall be the Past-President, and additional members as needed, who shall perform the following duties:

1. Prepare a list of nominees from those consenting to serve, if elected.
2. Submit the preliminary report of the committee for discussion at the January SWFHIMA Executive Board meeting.
3. Prepare and submit a final ballot to the President by 45 days prior to the annual meeting.
4. EMail the approved ballot to each Active member in good standing as provided for in these Bylaws (Article VI, Section 4(A) – Officers: Elections).
5. Report status at business meetings.

Section 11. Publications Committee

The Publications Committee shall consist of a Committee Chairman who shall be appointed by the President and additional members as needed, who shall perform the following duties:

1. Gather information for, organize, publish and distribute the SWFHIMA Newsletter to all members.
2. Publish the SWFHIMA Newsletter at least four (4) times per year, at least 30 days prior to the next meeting, unless otherwise instructed by the President.
3. The SWFHIMA Newsletter shall be e-mailed, unless instructed by the President to do otherwise.
4. Report status at business meetings.

Section 12. Membership Committee

The Membership Committee shall consist of a Committee Chairman who shall be the Past-President and additional members as needed, who shall perform the following duties:

###### Recruit new members in both categories through various methods that may include:

###### Phone calls and faxing of flyers to physician offices, hospital HIM departments, and other healthcare-related organizations in our region, and

###### Contacting all colleges and universities in the region that offer AHIMA approved or accredited health information management programs.

###### Maintain a membership database, coordinating this database with the Treasurer.

###### Contact inactive members to check on their status and invite them to renew.

###### Contact Active members to double check their e-mail addresses, remind them to update their AHIMA profiles, and invite them to join a SWFHIMA committee.

E. Report status at business meetings.

Section 13. Clinical Data Management Committee

The Clinical Data Management Committee shall consist of a Committee Chairman appointed by the President, the Student Representative as a principal committee member, and additional members as needed, who shall perform the following duties:

1. Focus on the needs of the coding professionals in the membership.
2. Plan coding workshops and roundtables.
3. Report status at business meetings.

Section 14. Advocacy and Public Policy Committee

The Advocacy and Public Policy Committee shall consist of a Committee Chairman appointed by the President and preferably at least one member from each county in the region, who shall perform the following duties:

1. Act as the liaison between the FHIMA Advocacy and Public Policy Chair and SWFHIMA.
2. Recruit members from each county in the region to participate in the Advocacy and Public Policy committee and further its purpose.
3. Develop relationships with local political bodies and members to facilitate recognition of FHIMA as the leading authority on legislative issues affecting health information management in our state.
4. Encourage members to communicate with legislators and local industry leaders.
5. Report status at business meetings.

Section 15. HIM Awareness Committee

The HIM Awareness Committee shall consist of a Committee Chairman appointed by the President and preferably at least one member from each county in the region, who shall perform the following duties:

1. Act as the liaison between the FHIMA Awareness Coordinator and SWFHIMA.
2. Recruit members from each county in the region to participate in the HIM Awareness committee and further its purpose.
3. Promoting the value of the HIM Professional within industry, providing guidance and support in meeting industry needs.
4. Promote workforce/industry involvement.
5. Report status at business meetings*.*

Section 16. Membership/Student Engagement Committee

The Membership/Student Engagement Committee shall consist of a Committee Chairman appointed by the President and additional members as needed, who shall perform the following duties:

1. Act as the liaison between the FHIMA Member Retention/Student Engagement Committee Chairman and SWFHIMA.
2. Recruit additional members as needed to further the purpose of the committee.
3. Contact regional HIM program directors and meet with them to offer assistance regarding students in our region.
4. Offer to be mentors and recruit other SWFHIMA Active members to be mentors.
5. Contact area healthcare facilities to discuss development of entry-level programs for our graduates.
6. Develop and maintain a job board for our region.
7. Seek out opportunities that may further the purpose of this committee.
8. Report status at business meetings*.*

ARTICLE IX STUDENT REPRESENTATIVES

Each of the AHIMA approved or accredited programs, including those pending accreditation/approval, in our region may designate a Student Representative. The student representatives must be able to join SWFHIMA as Student members (Article IV, Section 3 – Student Membership). Their duties shall include, but are not limited to:

1. Act as a liaison between their fellow students and SWFHIMA.
2. Serve as committee member to the Education and Programs Committee.
3. Serve as committee member to the Clinical Data Management Committee*.*

### ARTICLE X MEETINGS

Section 1. Regular Business Meetings of the Executive Board

Unless otherwise ordered by the SWFHIMA Executive Board, regular meetings shall be held at least three (3) to four (4) times per year with special meetings to be held on an on-call basis. Active members in good standing and student members are invited and encouraged to attend.

Section 2. Annual Meeting of the Membership

The annual meeting of the membership shall be held in the spring.

## Section 3. Voting Body

The voting body of all meetings shall be the Active members in good standing. Voting shall be by voice poll of the Active members present.

Section 4. Majority

A majority shall consist of at least one officer and 51% of the members present at any regular business meeting. A majority will be necessary for the transaction of business of all meetings of SWFHIMA.

Section 5. Cancellation of Meetings

In the event circumstances prohibit the holding of a meeting, the President may cancel the meeting and prompt notice thereof shall be given to the members of SWFHIMA.

Section 6. Order of Business

The order of business shall be conducted as follows:

##### Call to order

1. Introduction of guests
2. Minutes of previous meeting
3. President’s report
4. Reports of Committees
   1. Standing Committees
   2. FHIMA-Related Committees
   3. Special Committees
5. Old Business
6. New Business
7. Adjournment

At the discretion of the President, the order of business may be changed as appropriate.

Section 7. Meeting Minutes

SWFHIMA regular and special meeting minutes will be kept indefinitely.

## **ARTICLE XI FINANCES**

Section 1. Fiscal Year

The fiscal year of SWFHIMA shall be from July 01 of the current year through June 30 of the following year.

Section 2. Dues

Annual dues shall be *$25.00*.

All dues shall be due and payable on July 01 for the current fiscal year. If the Treasurer does not receive the dues on or before October 01 of the current fiscal year, the membership shall be forfeited.

Section 3. Disbursements

The Treasurer or President or Past President shall sign all approved disbursements. In the absence of the Treasurer, the President shall sign the approved disbursements (two signatures are needed). The President and Treasurer can approve expenditures up to $100. A majority of the Executive Board must approve anything above $100.

Section 4. Financial Records

SWFHIMA financial records will be kept indefinitely.

### ARTICLE XII PRODUCTS & SERVICES

SWFHIMA will engage in activities that meet the following criteria:

Complements the mission of AHIMA, FHIMA and SWFHIMA

Advances professional image

Advances FHIMA/AHIMA products and services.

The SWFHIMA will not engage in unacceptable revenue-generating activities, including but not limited to those that:

Reflect negatively on the FHIMA or its members

Endorse products or services that compete with FHIMA products and services.

The SWFHIMA shall reference the FHIMA calendar to ensure that the regional events and meetings do not conflict with FHIMA events and meetings.

Under no circumstances will the SWFHIMA Executive Board or its members release the SWFHIMA membership information (addresses, email addresses, etc.) to others.

### ARTICLE XIII MEMBERSHIP COMMUNICATION

There shall be a newsletter of SWFHIMA to be published at least four (4) times each year, or as instructed by the President. The Publications Chairman shall be responsible for the publication of the newsletter. The purpose of the newsletter shall be to further the effectiveness of the SWFHIMA by serving as a means of communication for SWFHIMA news and for exchange of experience and ideas.

### ARTICLE XIV PARLIAMENTARY AUTHORITY

The latest edition of Robert’s Rules of Order shall govern this Association in all cases not covered by these Bylaws or the Bylaws of the FHIMA.

### ARTICLE XV AMENDMENTS

## Section 1. Power to Amend

The power to amend the SWFHIMA Bylaws is vested solely in the Active members of SWFHIMA.

Section 2. Process to Amend

1. These Bylaws may be amended at any regular meeting or at a special meeting called for this purpose.
2. A majority vote of the Active members present shall be made to vote and act upon amendments, provided a copy of the proposed bylaw amendments has been sent to every Active member at least 30 days before the meeting at which the amendments are to be voted on.
3. A ninety percent (90%) vote of the SWFHIMA Active members present may be made to vote and act upon amendments without notice.
4. Amendments shall be effective following affirmation by the Active members of the SWFHIMA.
5. Bylaws shall automatically conform to any provision of the Bylaws of the FHIMA affecting the SWFHIMA.

### ARTICLE XVI DISSOLUTION

SWFHIMA 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 dissolution of this 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 judgment of a majority of the Executive Board then in office, is engaged in promoting the education of the members of FHIMA.