

# Miami Valley Health Information Management Association Bylaws

Adopted July 23, 1953

Reviewed/Revised

May 1967	July 1974	March 1982	September 1984	January 1987
January 1988	January 1989	January 1990	January 1991	January 1992
March 1992	March 1993	March 1994	March 1996	March 1997
September 2001	March 2003	March 2004	May 2005	October 2009
April 2011				

## Article I Name

The name of this Regional Association of the Ohio Health Information Management Association (OHIMA) shall be the Miami Valley Health Information management Association (MVHIMA).

## 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; and to promote and conduct continuing education activities.

## Article III Membership

Section 1. Active: The active membership of this Association shall be those members who have an interest in the Health Information Management profession. Active members in good standing shall have all the rights and privileges of this Association. Good standing is defined as having paid the individual annual dues to MVHIMA during the annual membership drive. Active members are eligible for election on the MVHIMA Board of Directors after one year of membership.

Section 2. Honorary: Any person who is an honorary member of this Association as of the date of adoption of these bylaws and any person who received honorary membership in OHIMA shall be an honorary member of this Association. Any person, who made a significant contribution to health information management science or rendered distinguished service in the health information profession, or its related fields, may be awarded honorary membership in MVHIMA by the Board of Directors. These members shall be exempt from dues. An honorary member may hold no other class of membership in MVHIMA.

- Section 3. Corporate Sponsor: A Corporate Sponsor is a business that sponsors a MVHIMA education seminar. Corporate sponsors are given the privilege of having their business name identified as a corporate sponsor on the MVHIMA website and to attend the seminar that they sponsor. Corporate Sponsors may not hold an office or be appointed to any director or project leader position on the MVHIMA Board of Directors.
- Section 4. Student: Any individual who is formally enrolled in a program for Health Information Management Administrators or Technicians at any CAHIIM (Commission on Accreditation for Health Informatics and Information Management) accredited two or four year college in the geographical area that falls into zip code range 45300 to 45599, or who resides in the geographical area and is formally enrolled in a program in another area and selects this Regional Association is eligible to be a student member of this association. Students shall have all rights and privileges of membership but shall have no voting rights. Student members may not hold the following positions on the Board of Directors: President, President-Elect, Treasurer, or any Director position. They may volunteer and be appointed to serve as a Project Leader under any of the Directors. Students enrolled in a coding certificate program are ineligible to join MVHIMA as a student member; however they are eligible to join as an active member.
- Section 5. Application for Membership: The Membership Strategy Manager will develop and maintain the MVHIMA membership application. Any changes must be approved by the Board of Directors. Membership applications will be distributed via email blast address by the President and also made available for download and completion on the MVHIMA website ([www.mvhima.org](http://www.mvhima.org)). The total amount of annual dues must accompany all membership applications and will be mailed to the Membership Strategy Manager.
- Section 6. Annual Membership Drive: The annual MVHIMA membership year is from September 1 to August 30. The annual membership drive will occur from September 1 to November 30. Membership applications and dues are to be postmarked by November 30 and mailed to the address indicated on the membership application. Any membership application received after this date will be considered late and not be eligible for any membership category in the association.
- Section 7. Cessation of Property Interest: All rights, title, and interest, both legal and equitable of a member in and to the property of the Association shall cease in the event of either of the following:
- a. his/her resignation or death
  - b. forfeiture of membership or expulsion

## Article IV Officers

- Section 1. Officers: The officers of this Association shall be a President, President-Elect, Treasurer, and four Directors. All officers shall be active members in good standing. These officers shall constitute the Board of Directors.
- Section 2. Election of Officers: The President-Elect, Treasurer, and two Directors shall be elected by ballot by MVHIMA membership. The two other Directors shall be appointed by the President. The results of the election shall be announced via email blast address by the President and also made available on the MVHIMA website ([www.mvhima.org](http://www.mvhima.org)). The President-Elect serves a two year term, the second year assuming the position of President. The Treasurer serves a two year term and all other Director positions serve a one year. The term for officers begins on July 1 of one year and ends on June 30 of the following year, in accordance with the Association fiscal year.
- Section 3. Voting for Officers: Voting shall be by conducted by postal service mail and email. The ballots, with instructions for their use, shall be distributed to the membership via email blast address by the President and also made available on the MVHIMA website ([www.mvhima.org](http://www.mvhima.org)). In order to be counted, the ballot must be returned with a complete return address (for postal mail) or via the email address specified by the member on their application to the Leadership Strategy Manager and by the deadline established on the ballot. Any ballot not meeting those conditions shall be destroyed and not counted. Each member may only vote once and membership status must be confirmed for the ballot to be counted. Elections shall be by a plurality of votes cast by the active members in good standing. In case of a tie, the election shall be decided by lot.

## Article V Board of Directors

The Board of Directors shall consist of elected officers and appointed directors. A student in their last year of school at any local CAHIIM (Commission on Accreditation for Health Informatics and Information Management) accredited two or four year college shall be elected by class members or appointed by the faculty to serve as a non-voting student liaison. Four or more members constitute a quorum. Meetings of the Board of Directors may be called at the discretion of the President or a majority vote of the board members to transact any business which may arise. Meetings may be held in person, by teleconference, or other electronic means. Members of the Board of Directors, in good standing, are entitled to having the registration fee waived for any MVHIMA sponsored educational seminars for the association year in which they serve. They are considered active members for the year in which they serve and have their membership dues waived for that year.

## Article VI Duties of Officers

- Section 1.     President: Except as otherwise provided, the President shall preside at all meetings of the Association and shall appoint the two Directors. The President shall serve as a member of and shall chair the Board of Directors. The President shall be an ex-officio member of the OHIMA Board of Directors and will be responsible for the advocacy/leadership strategy.
- Section 2.     President-Elect: The President-Elect shall serve as a member of the Board of Directors and shall preside over all function in the absence of the President. The President-Elect will also be responsible for the advocacy strategy, review and revision of the bylaws, and preparing and counting the ballots.
- Section 3.     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 bimonthly and annual reports. The Treasurer shall deposit all monies of the Association in the bank of choice for the Board of Directors. The Treasurer shall appoint Project Leaders as necessary to carry out activities of the assigned strategy. The Treasurer shall be responsible for the financial strategy.
- Section 4.     Directors: There shall be two elected and two appointed Directors. The President will assign one strategy to each of these Directors. Each Director will be responsible for fulfilling the duties of the strategy they are assigned to. Each Director shall appoint Project Leaders as necessary to help carry out the activities of the assigned strategy.
- Section 5.     Student Liaisons: These non-voting positions shall serve as a liaison between their school and the MVHIMA Board of Directors. They shall sit on their local school's HIM advisory board to report on any pertinent information from the MVHIMA Board of Directors to their school's board as well as report back to the MVHIMA Board on any pertinent information from their school.

## Article VII Bylaws

Bylaws shall be reviewed annually by the Board of Directors. Revisions shall be presented to the membership during a membership meeting held at one of the education seminars or via email blast address by the President and also made available for download and review on the MVHIMA website ([www.mvhima.org](http://www.mvhima.org)). All bylaw changes shall be approved by the membership. After the adoption of any bylaw changes of the Association, the President-Elect shall prepare and distribute a copy of the Bylaws to each Board Member and made available for download and review on the MVHIMA website ([www.mvhima.org](http://www.mvhima.org)) for the membership.

## Article VIII Meetings

- Section 1. Meetings: General membership meetings will be held at least twice a year.
- Section 2. Education: The Association shall sponsor a minimum of one education seminar per year under the direction of the seminar strategies. These may be combined with a general membership meeting. Topics eligible for Board of Directors approval must pertain to one of more of AHIMA's Core Educational Content Areas.
- Section 3. Board of Directors Meeting: Meetings of the Board of Directors may be called at the discretion of the President or a majority vote of the board members to transact any business which may arise, no less than 4 times a year. Meetings may be held in person, by teleconference, or other electronic means. A yearly Transitional Meeting will be held in July of each year for the outgoing and incoming Board of Director members to pass along duties and information.
- Section 4. Voting: The voting body at all meetings shall consist of active members in good standing.
- Section 5. Business by Mail/Telephone: Matters requiring action between meetings of the Board of Directors, which in the opinion of the President do not warrant a called meeting, may be decided by mail or other mode of transmittal vote. All such actions shall be ratified at the next meeting.

## Article IX Death, Incapacity, Resignation, or Removal of Officers

- Section 1. Resignation: Any Officer may resign at any time by submitting his/her written resignation to the Board of Directors, but such resignation shall not become effective until accepted by the Board of Directors.
- Section 2. Removal: 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. If the removal is undisputed or upheld by the Appeal Committee, such removal from office shall become effective on the date of written notification to said Officer or Director and the membership shall be notified, in writing, of the Board of Directors.
- Section 3. Vacancies: In case of death, incapacity, resignation or removal of any Officer or Director during his/her term of office, the vacancy shall be filled by vote of the Board of Directors. In the event 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 President-Elect by vote of the Board of Directors for the unexpired term and shall assume the office of President at the close of the fiscal year. If an elected Director cannot assume the role of the office of President, another Board member of any other member may be chosen by a vote of the Board of Directors. The vacancy thus created in the office of Director shall be filled by vote of the Board of Directors at the discretion of the President.

### Article X Strategies

Section 1. Strategy, Assignment, and Definition: The strategies of the Association shall be as follows:

1. Advisory/Leadership
2. Advocacy
3. Financial
4. Fall Seminar
5. Spring Seminar
6. Membership
7. Professional Image/Networking

The President shall assign strategies based on elected and appointed positions.

Section 2. Project Leaders: Project Leaders shall be responsible to carry out the duties required by their assigned projects. Project Leaders may appoint such number of members as necessary to assist them in the performance of their assignment.

### Article XI Majority Rule

A majority of the members present shall rule on any issue.

### Article XII Fiscal Year

The fiscal year of this association shall be from July 1 of one year to June 30 of the next year.

### Article XIII Dues for Active Members

The dues shall be determined by the membership and shall be payable to the “Miami Valley Health Information Management Association”. Dues for active members are to be postmarked by November 30 to be considered timely for membership. Any dues received postmarked after this date will be returned.

Article XIV  
Parliamentary Authority

Robert's Rules of Order, Revised, shall govern the meetings of this Association.

Article XV  
Dissolution

This Association is organized under the Not for Profit Corporation Act of the state of Ohio and is organized for education 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 one or more corporations, societies or organizations which are organized and operated not for profit which, in the judgment of a majority of the members of the Board of Directors then in office, are deemed to be engaged solely in educational activities advancing the causes of health information management and technology and health of the public.