

# HIMAH

Health Information Management Association  
of Hawaii

## Bylaws

Revised June 2005

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# Health Information Management Association of Hawaii

## Bylaws

### Article I Name

The name of this component state association of the American Health Information Management Association (AHIMA) shall be the "Health Information Management Association of Hawaii" (HIMAH).

### Article II Purpose

The purpose of this Association shall be to promote excellence in the management of Health information and quality of clinical data for the benefit of patients, providers and others.

### Article III Membership

#### Section 1: Classification of Memberships

The membership of this association shall be divided into the following classes:

- a. Active
- b. Associate
- c. Student
- d. Honorary
- e. Corporate

#### Section 2: Active

Any individual with an AHIMA certification in good standing is eligible for active membership. Active members in good standing shall be entitled to all membership privileges including the right to vote.

#### Section 3: Associate

An individual with vested interests in the purposes of HIMAH who does not meet the qualifications for active membership is eligible for associate membership. Associate members shall have all rights of membership, including that of serving as members of committees with voice and vote; however, they shall not be entitled to other voting privileges, hold office or serve as delegates.

#### Section 4: Student

Any student formally enrolled in a program for health information management or technology is eligible for student membership. A student may retain this class of membership until the first qualifying examination for which he is eligible, after which time he shall be transferred to active or associate membership based on the results of the examination. Student members shall have all rights and privileges of membership, including that of serving on councils and sub-councils

in designated student positions with voice but not vote. They shall not be entitled to other voting privileges, hold office or serve as delegates.

Section 5: Honorary

Any person who made a significant contribution of health information management science or rendered distinguished service in the health information management profession or its related fields may be awarded honorary membership in HIMAH by the Board of Directors. These members shall be exempt from dues. An honorary member may hold no other class of membership in HIMAH. Honorary members who were Active members shall retain their Active membership rights.

Section 6: Corporate

Any corporation interested in the purposes of HIMAH is eligible for corporate membership. The corporation shall designate one representative who shall have rights and privileges of membership. A corporate representative shall not be entitled to other voting privileges, hold office or serve as delegate.

Section 7: Application for Membership

All applications for membership shall be in writing on the approved AHIMA form and shall be accompanied by the amount of annual dues, fee and any assessment. The applicant shall send the application to the Executive Director of the American Health Information Management Association.

Section 8: Transfer of Membership

Any member who elects to transfer membership to another State, due to change of residence, school program, or place of employment, shall notify the Executive Director of AHIMA. The President of HIMAH shall be notified of this change.

Section 9: Expulsion

Any member who shall violate the Bylaws of AHIMA, the Code of Ethics, the Standards for Initial Certification, or the Standards of Maintenance of Certification, may be expelled from membership as specified in Article IX, Section III of the AHIMA bylaws.

Section 10: Forfeiture

Dues and assessments shall be payable annually. Membership shall be forfeited if dues and assessments are not paid by the payment deadline.

Section 11: Resignation

Any member in good standing may resign by submitting their resignation in writing to the Executive Director of AHIMA. No resignation shall be accepted from a member who is in arrears in dues and assessments.

Section 12: Reinstatement

- a. A former member whose resignation has been accepted by AHIMA shall be reinstated upon application and payment of current year's dues and assessments.

- b. A former member whose membership has been forfeited for nonpayment of dues and/or assessments shall be reinstated upon application and payment of current year's dues and assessments, and any reinstatement fee that may be specified by the HIMAH Board of Directors.

Section 13: 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 TRANSFER, RESIGNATION OR DEATH and FORFEITURE OF MEMBERSHIP or EXPULSION.

**Article IV**  
**Purpose of the HIMAH Board of Directors**

Section 1: Provisions

The HIMAH Board of Directors will provide for the membership of HIMAH on all matters internal and external.

Section 2: Policies and Procedures

Establish the policies and procedures of HIMAH and approve proposed modification to the HIMAH Policy and Procedure Manual except as otherwise provided in these Bylaws.

Section 3: Strategic Plan

Develop and oversee the implementation of HIMAH's strategic plan.

Section 4: Budget

Develop and oversee the implementation of HIMAH's operation budget.

Section 5: Committee Support

Establish, oversee, and act on the recommendation of Committees, except as otherwise provided for in these Bylaws.

Section 6: Funds Management

Serve as the custodian over all funds and property of HIMAH.

**Article V**  
**Composition of Officers and Directors**

Section 1: Officers

The officers of the Association shall be the President, President-Elect, Secretary, and Treasurer. Each officer shall hold office for one year or until a successor has been elected, with the exception of the Secretary and Treasurer who will hold office for alternating two (2) year terms.

Section 2: Directors

There shall be three (3) directors. The retiring President shall automatically become a Director for the following year and shall chair the Newsletter/Public Relations Committee. Each year one director shall be elected for a two (2) year term and oversee existing committees as project leaders.

Section 3: Eligibility

Only active members in good standing and who reside in the State of Hawaii shall be eligible to hold office.

Section 4: Nominations

Nominations shall be made by the Nominating Committee of HIMAH, as provided in Article VIII, Section III of these Bylaws.

Section 5: Election

- a. Election shall be held each year and shall be a plurality of the votes cast by the active members of good standing. In case of a tie, election shall be decided by lot.
- b. Voting shall be by electronic mail ballot. Ballots with instructions for their use shall be transmitted to all active members at least thirty (30) days prior to the annual meeting. In order to be counted, a ballot must be returned by mail to the Chairman of the Nominating committee or designee and must be received at least fifteen (15) days before the annual meeting. Ballots received after the deadline shall be void and not counted. Results of the election shall be announced at the annual meeting. A hard copy/ mailed option will be available to membership who do not have access to a personal computer and electronic mail account.
- c. Officers and Directors shall assume office on July 1, with the exception of the President, who shall assume office July 1 of the following year, having served as President-Elect for one year.

Section 6: Vacancies

- a. In case of death, incapacity or resignation of any officer or director during this term of office, the vacancy shall be filled by note of the Executive Board.
- b. Any officer or director may resign at any time by submitting a written resignation to the Executive Board for consideration and acceptance.

**Article VI**  
**Duties of the Officers**

Section 1: Duties

The duties of the officers shall be as specified in these Bylaws and such Standing Rules as may from time to time be adopted; or as specified in the Bylaws and Standing Rules of AHIMA and the latest edition of Robert's Rules of Order.

Section 2: President

- a. The President shall become familiar with the Procedure of Component State Associations established by AHIMA and be guided by these procedures in directing the activities of the officers and committees.
- b. The President shall preside at all meetings of the Association and Executive Board. He shall appoint standing and special committees with the approval of the Executive Board. He shall be an ex-officio member of all committees except the Nominating Committee. He shall attend the AHIMA annual meeting of the House of Delegates as the primary delegate.

Section 3: President-Elect

The President-Elect shall serve as an Aide to the President, and shall assume the duties of the president in his absence or inability to act. He shall attend the AHIMA annual meeting of the House of Delegates, as an alternate delegate, in the event the President will be unable to attend.

Section 4: Secretary

The Secretary shall keep a permanent record of the meetings of the Association and the HIMAH Board of Directors and shall submit them for the approval at the next meeting of the respective group. He shall carry on the official correspondence of the Association under the direction of the President.

Section 5: Treasurer

The Treasurer shall be the custodian of the funds of the Association. He shall maintain an account of the dues received from the Executive Director of AHIMA, which is one-fifth of the annual dues collected from Hawaii members. He shall make monthly reports as requested by the President of HIMAH and shall also render an annual financial report.

Section 6: Removal from Office

Any of the elected or appointed officers or directors of HIMAH may be removed for cause by the HIMAH Board of Directors, provided such action by majority vote of the members of the Board.

**Article VII**  
**Meetings**

Section 1: Frequency

There shall be at least four (4) educational and/or business meetings throughout the year. Seven (7) day written notice shall be given to the membership regarding Association meetings. The date, time and place of such meetings shall be determined by the HIMAH Board of Directors.

Section 2: Special Meetings

There shall be called a special meeting by the President or by a majority vote of the HIMAH Board of Directors. The purpose of the meeting shall be stated and no other business shall be transacted at this special meeting. Seven (7) days notice shall be given to the membership.

Section 3: Voting Body

The voting body of all meetings shall be limited to the active members in good standing.

Section 4: Quorum

Quorum at any meeting of members shall exist if at least 15% of the active members are present in person. The affirmative vote of a majority of the active members present at a meeting, at which a quorum is present, shall be necessary for the transaction of business at all meetings of the Association.

**Article VIII**  
**HIMAH Board of Directors**

Section 1: Composition

The HIMAH Board or Directors is composed of the officers and directors of the Association. The HIMAH Board of Directors shall carry on the business between meetings of the Association and shall report through the President at the annual meeting.

Section 2: Responsibilities

The HIMAH Board of Directors shall be responsible for:

- a. Approving the place for all meetings.
- b. Providing for audit of the Treasurer's accounts.
- c. Approving depository for Association funds.
- d. Filling vacancies in office.
- e. Approving committee appointments.
- f. Preparing and approving the yearly budget.

Section 3: Meetings

- a. The HIMAH Board of Directors shall meet immediately preceding and immediately following the annual meeting and on-call by the President at such times as may be deemed necessary and advisable during the year.
- b. Matters requiring action between meetings of the HIMAH Board of Directors, which does not warrant a meeting called by the President, shall be decided by a telephone call/conference. All such action shall be ratified at the next Board meeting.

**Article IX**  
**Standing Committees**

Section 1: Types of Committees

There shall be the following standing committees with such other as the HIMAH Board of Directors may create:

- a. Bylaws
- b. Nominating
- c. Newsletter/Public Relations
- d. Education
- e. Annual Meeting
- f. Legislative
- f. Coding

Section 2: Bylaws Committee

- a. The Bylaws Committee shall consist of at least two (2) members. A Director shall serve as Chair. Members shall be appointed by the Chair to serve for a period of one year.
- b. This Committee shall suggest and receive proposed amendments to the Bylaws and prepare them for submission with such technical changes, conforming amendments, comments, and/or recommendations as are deemed necessary or desirable. All proposed amendments shall be submitted to the Executive Office of AHIMA for review and approval before they are submitted to the membership for adoption.

Section 3: Nominating Committee

- a. The Nominating Committee shall consist of at least two (2) members. The Chair shall be appointed annually by the President, and members shall be appointed by the Chair to serve for a period of one year.
- b. This committee shall prepare a ballot of at least two (2) nominees for the slate of the officers and directors and shall submit to the President for review and approval before mailing the ballots to active members thirty (30) days prior to the annual meeting.
- c. This Committee shall count the ballots after they have been returned by mail. The results shall be submitted to the President for announcement at the Annual Meeting. An annual report need not be submitted unless requested by the membership.
- d. In alternating years, the Nominating Committee shall prepare and submit to the President at least one (1) nomination for the AHIMA Nominating Committee. Hawaii shall be eligible to submit on the even years. Nominations, accompanied by a resume of qualifications shall be sent to the Executive Director at least ninety (90) days in advance of the annual meeting of AHIMA. The name, together with the summary of qualifications, shall be given to the delegate.

Section 4: Newsletter/Public Relations Committee

- a. The Newsletter/Public Relations Committee shall consist of at least two (2) members. The Past-President shall chair the Committee. Members shall be appointed by the Chair to serve for a period of one year.
- b. This Committee shall be comprised of a marketing strategist and the SHAPER volunteer (This is a person responsible for presentations / recruiting at the high school and university level.)
- c. This Committee shall publish the newsletter on a quarterly basis and shall conduct publicity and recruitment programs in harmony with the public relations programs of AHIMA. It shall render an annual report at the annual meeting.
- d. This Committee shall maintain the current membership roster and shall send timely notices of upcoming meetings to all members.

Section 5: Education Committee

- a. This Committee shall consist of at least three (3) members. The Chair shall be appointed annually by the President and will be an active member of AHIMA, with an active vote. Members shall be appointed by the Chair to serve for a period of one year.
- b. This Committee shall plan educational programs for scheduled meetings throughout the year. It shall render an annual report at the annual meeting.

Section 6: Annual Meeting Committee

This Committee shall consist of at least three (3) members. The Chair shall be appointed by the President. Members shall be appointed by the Chair to serve for a period of one year. This Committee shall plan the Annual Meeting.

Section 7: Legislative Committee

- a. This Committee shall consist of at least two (2) members. The Chair shall be appointed annually by the President. Members shall be appointed by the Chair to serve for a period of one year.
- b. This Committee shall have knowledge of the ongoing bills related to healthcare and their impact on health information management; attend public hearings; submit testimonies; be informed of laws that were passed in the Legislature; and report to the membership at scheduled meetings and at the annual meeting.

**Article X**  
**Finance**

Section 1: Fiscal Year

The fiscal year of this Association shall be July 1 through June 30 of each year.

Section 2: Dues

- a. Dues for active, associate, and student members shall be as provided in the Bylaws of AHIMA. Dues are paid directly to the Executive Director of AHIMA by the members. The Association's portion of the dues is rebated to the Treasurer of HIMAH.
- b. Dues for corporate members shall be determined annually and shall entitle these members rights as specified in Article III, Membership, Section 6, Corporate, as well as rights to advertisement in HIMAH Newsletter and participation as a vendor at the HIMAH Annual Meeting.

### **Article XI** **HIMAH Representation**

Section 1: AHIMA House of Delegates

This Association shall be represented in the House of Delegates of AHIMA as provided for by the Bylaws of AHIMA. The apportionment of delegates shall be based on active membership of Hawaii which is on record in the Executive Office at the close of business on June 30th of the current year. Each Component State Association shall be entitled to one delegate for any portion of one hundred (100) active members and shall be entitled to one additional delegate for each additional one-hundred (100) active members or a major portion thereof.

Section 2: Election of Delegates

- a. Only active members in good standing shall be eligible to serve as delegates to the AHIMA annual meeting of the House of Delegates.
- b. The President shall be the delegate. The President-Elect shall be the alternate delegate if the President will not be able to attend the AHIMA annual meeting of the House of Delegates.

### **Article XII** **Parliamentary Authority**

Section 1: Governing Rule

The latest edition of Robert's Rules of Order shall govern this Association in all cases not covered by the bylaws of HIMAH or AHIMA.

### **Article XIII** **Amendments**

Section 1: Adoption of Amendments

- a. These Bylaws may be amended at any regular meeting, or at a special meeting called for this purpose. It shall be accepted by a two-thirds vote of the active members present and provided that a quorum is present.
- b. A copy of the proposed amendment shall be sent to every active member at least thirty (30) days before the meeting at which it is to be voted on. All proposed amendments shall be submitted to the Executive

Office of AHIMA for approval before they are submitted to the membership for adoption.

- c. These Bylaws shall automatically conform to any provisions of the Bylaws of AHIMA. Such provisions shall be binding upon this Association when voted upon by the House of Delegates of AHIMA. It shall be presented to the membership for formal adoption of the amendments at the first meeting of HIMAH following the meeting of AHIMA Annual Meeting of the House of Delegates.

**Article XIV**  
**Standing Rules**

Section 1: HIMAH Delegate's Expenses

HIMAH will consider paying the expenses of the delegate to the AHIMA Annual Meeting of the House of Delegates. All expenses incurred shall be reimbursed upon submission of substantiating vouchers.

**Article XV**  
**Standing Rules**

Section 1: Dissolution

Upon dissolution of HIMAH, assets will be distributed to the American Health Information Management Association (AHIMA), a federally tax-exempt 501 (c)(6) organization.

Originated: January 1982

Revisions: 1990

March 1992 (Name change)

1993

June 1996 (Article IV, Section 5, c.)

April 1997 (Delete inactive status)

June 1998 (Add Article III, Section 7, paragraph 2)

June 1999 (Change purpose, delete section on state membership,  
Add Article IV Purpose of the HIMAH Board of Directors)

June 2000 (Add Membership Classification State of Hawaii – Only,  
Modify Article V Section 3, Modify Article V Section 5.)

May 2004 (Article IX, Section 1; Section 4, and Section 5; Article V,  
Section 1 and Section 2; Article VI, Section 4)

June 2005 (Article II, Reword; Article III, Section 1, Eliminate f; Article III,  
Section 2, Reword; Article III, Section 7, Eliminate; Article III, Section 8  
Eliminate paragraph 2; Article V, Section 3, add wording; Article XV, add  
to bylaws.)