

TACOMA AREA HEALTH INFORMATION MANAGEMENT ASSOCIATION BYLAWS

ARTICLE I. NAME

The name of the association shall be the Tacoma Area Medical Record Association. TAMRA.

Revision April 1993 – The name of this association shall be the Tacoma Area Health Information Management Association, TAHIMA.

Revision April 2005 – The name of this local association of the Washington State Health Information Management Association shall be the Tacoma Area Health Information Management Association (TAHIMA).

ARTICLE II. PURPOSE

The purpose of this association shall be to:

- a) Improve the quality of comprehensive health information services for the welfare of the public
- b) Serve as a communication network between members of other local associations and Washington State Medical Records Association (WSMRA).

Revision April 1993:

- b) Serve as a communication network between members of other local associations and Washington State Health Information Management Association, WSHIMA.
- c) To provide educational programs to enhance professional skills.

Revision April 2005

The purpose of this association will be to:

- a) To promote the art and science of health information management and to improve the quality of compressive health information services for the welfare of the public.
- b) To support American Health Information Management Association and the Washington State Health Information Management Association mission.
- c) To serve as a communication network between members of other local associations, and WSHIMA
- d) To provide educational programs to enhance HIM professional skills.

ARTICLE III. MEMBERSHIP

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

- a) Active
- b) Associate

Revision April 1993:

- a) Active
- b) Associate

Section 1 – Active

Any registered record administrator, certificant of the Canadian College of Health Record Administrators, accredited record technician or Canadian accreditation record technician is eligible for Active membership. (Active members in good standing shall be entitled to all membership privileges including the right to vote, hold office and committee appointments.)

Revision 1993: Any registered record administrator, certificant of the Canadian College of Health Record Administrators, accredited record technician or Canadian accreditation record technician and other interested health professionals are eligible for Active membership. (Active members in good standing shall be entitled to all membership privileges including the right to vote, hold office and committee appointments.)

Revision 1993 – Section 2 – Student

Any person enrolled in a MRT, RRA or correspondence program is eligible for membership under the student status. Students are entitled to all membership privileges the same as active members. Membership fees will be waived for student status.

Section 3 – Application

Applications for membership shall be sent to the secretary in writing on a form prescribed by the Executive Board and shall be accompanied by the amount of annual dues as established by the membership at large.

Revision 1993: Applications for membership shall be sent to the membership chairperson in writing on a form prescribed by Executive Board and shall be accompanied by the amount of annual dues as established by the membership at large, (with exception of student membership per section II, article III).

Section 4 – Change of membership status

A member may petition the Executive Board for a change in membership status by submitting a written request.

Revision 1993 – Deletion of section 4.

Revision April 2005

SECTION 1. The membership of this association shall be divided into **two** classes; active and student.

SECTION 2. Active – The active membership of this association shall be any **AHIMA credentialed professionals and others interested in or working in the HIM profession**. Active Members in good standing shall be entitled to vote, to hold office, to serve as a member of the Board of Directors, committee chair, or committee member.

SECTION 3: Student – The student membership of this association shall be composed of student members of the American Health Information Management Association who are formally enrolled in a Health Information Administration or Health Information Technology program in this state or who reside in this state and are formally enrolled in a program in another state and select Washington for their state association membership. Individuals shall be allowed to remain in this category as long as their student membership in the American Health Information Management Association continues. Student Members shall have all the rights and privileges of members, shall be eligible to serve as Director, but shall not be entitled to vote or hold other elected offices of the Board of Directors.

SECTION 4: Application for membership – Application for active or student membership shall be in writing on the form provided by the **Tacoma Area Health Information Management Association** and shall be sent by the applicant directly to the TAHIMA Secretary and shall be accompanied by the amount of annual dues as established by the membership at large.

SECTION 5: Resignation, forfeiture, expulsion, reinstatement – Active or Student membership shall be automatically canceled upon nonpayment of annual dues.

SECTION 6: Cessation of property interest – All right, 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. Resignation or death;
- B. Forfeiture of membership or expulsion

Does the local association need sections 5 and 6?

ARTICLE IV. OFFICERS AND DIRECTORS

The officers of this association shall be a president, president-elect, and secretary and treasurer. Officers serve a term of one year. The president shall serve a term of one year as president-elect prior to taking the office of president.

Revision April 2005

SECTION 1. Officers – The officers of this association shall be a President, a President-Elect, a Secretary, and a Treasurer. The President, President-Elect, Treasurer and Secretary constitute the Executive Board and shall hold office for one year or until a successor has been elected or appointed. Only active members in good standing shall be eligible to hold these offices.

SECTION 2. Directors – There shall be two directors of this association, serving overlapping two year terms. One director shall be elected annually for a two year term. Only student members shall be eligible to hold the office of director.

Section 1 – Eligibility

Only active members in good standing shall be eligible to hold office. A graduate of an accredited medical record program eligible to take the national examination may be nominated to hold office with the exception of president and president-elect, which will be held by a credentialed member.

Revision 1993: Active and student members in good standing shall be eligible to hold office.

Revision April 2005

SECTION 3. Eligibility – Only active members in good standing shall be eligible to hold office.

Section 2 – Nomination

Nominations for officers shall be by the nominating committee.

Revision April 2005

SECTION 4. Nomination –Nomination shall be made by an Executive Board appointed nominating committee. (see Article VII, Section 3).

Section 3 – Election

Election shall be by a plurality of the votes cast by the active members in good standing. Voting shall be by mail ballot only. Ballots shall be placed in the mail to all active members in good standing at least 30 days prior to the annual meeting. In order to be counted, the ballots must be returned at least 15 days prior the annual meeting to the secretary. The secretary shall deliver the tally to the membership on the day of the annual meeting.

Revision 1993 – Election shall be by a plurality of the votes cast by the active members in good standing. Voting shall be by mail ballot only. Ballots shall be placed in the mail to all active members in good standing at least 30 days prior to the last general meeting. In order to be counted, the ballots

must be returned at least 15 day prior to the last general meeting to the nominating chairperson. The nominating chairperson shall deliver the tally to the membership on the day of the last general meeting.

Revision April 2005

SECTION 5. Elections – Election shall be by a plurality of the votes cast by the active members in good standing. Voting shall be by mail ballot only. Ballots shall be placed in the mail to all active members in good standing at least 30 days prior to the last general meeting. In order to be counted, the ballots must be returned at least 15 day prior to the last general meeting to the nominating chairperson. The nominating chairperson shall deliver the tally to the membership on the day of the last general meeting.

The President shall assume that office having served as President-Elect the preceding year.

Section 4 – Vacancy

In case of a vacancy in the office of president, the president-elect will succeed to that office for the remainder of the term.

In case of any other vacancy, the Executive Board will appoint a person for the remainder of the term.

Revision April 2005

SECTION 6. Vacancies – In case of a vacancy in the office of president, the president-elect will succeed to that office for the remainder of the term.

In case of any other vacancy, the Executive Board will appoint a person for the remainder of the term.

Section 5 – Duties

The president shall preside at all meetings of the association and Executive Board. The president shall appoint all chairpersons and members of the committees shall be an ex-officio members of all committees. Whenever the business of the association warrants, the president shall call special meetings. The president shall also supervise the dissemination of the information and provide prior approval of expenditures of the association.

The president-elect shall perform all duties of the president in the absence of the president. The president-elect will be the chairperson of the education committee. The president-elect shall undertake duties as directed by the president.

Revision 1993: The president-elect shall perform all duties of the president in the absence of the president. The president-elect will be responsible for the education committee to include preparation and presentation of the programs.

The secretary shall keep full minutes of all proceedings of the association which are to be presented at the business meeting for correction and approval. The secretary will send out notices of meetings and handle correspondence for the association.

The treasurer shall receive all revenue, issue receipts, keep full and accurate accounts of all receipts and disbursements of the association and shall pay all prior approved expenditures. The secretary shall function as chairperson of the membership committee.

Revision 1993: The treasurer shall receive all revenue, issue receipts, keep full and accurate accounts of all receipts and disbursements of the association and shall pay all prior approved expenditures.

Revision April 2005

ARTICLE V. DUTIES OF OFFICERS

SECTION 1. Duties – The duties of the Officers shall be as specified in these Bylaws and the latest edition of Robert’s Rules of Order, Revised.

SECTION 2. President – The President shall:

- A. Preside at all meetings of the Association and the Board of Directors;
- B. With the approval of the Executive Board, appoint all chairpersons and members of the membership committee and other committees;
- C. Serve as an ex-officio member of all committees except the Nominating Committee;
- D. Serve as a Representative of the Washington State Health Information Management Association; and
- E. Arrange for audit of the Treasurer’s accounts.

How is E accomplished at the local level? (e.g. Are they part of WSHIMA Treasurer audit?)

SECTION 3. President-Elect – The President-Elect shall assume the duties of President in the absence or inability to act of the President. The President-Elect shall be responsible for the education committee to include preparation and presentation of the programs.

SECTION 4. Secretary – The secretary shall keep full minutes of all proceedings of the association which are to be presented at the business meeting for correction and approval. The secretary will send out notices of meetings and handle correspondence for the association.

SECTION 5. Treasurer – The treasurer shall receive all revenue, issue receipts, keep full and accurate accounts of all receipts and disbursements of the association and shall pay all prior approved expenditures.

Does the Treasurer need to report to WSHIMA Treasurer?

Article V – Directors

There shall be two directors for the association serving overlapping two-year terms. One director shall be elected annually for a two-year term.

Section 1 – Eligibility

Only active members in good standing shall be eligible to hold office.

Revision 1993: Only student members shall be eligible to hold the office of director.

Section 2 – Nomination

Nominations for director shall be by the nominating committee.

Section 3 – Election

The election of directors follows the same requirements for the election of officers (see Article IV – Section 3)

Section 4 – Vacancy

Vacancies occurring before the expiration of the term of office shall be filled by appointment by the Executive Board for the remainder of the term.

Section 5 – Duties

Directors shall represent the student membership at large as members of the Executive Board and chair committees as requested.

Revision 1993: Directors shall represent the student membership at large as members of the Executive Board and chair committees as requested.

First-year director – Plan site of annual meeting and coordinate activities with secretary and treasurer.

Revision 1993: Plan site of last general meeting and coordinate activities with Executive Board.

Second-year directors – Shall audit financial records.

Revision 1993: Shall audit financial records as deemed necessary. Will validate membership for continuing education credits at general meetings.

SECTION 6. Directors

Directors shall represent the student membership at large as members of the Executive Board. Directors shall serve for two year term.

Students enrolled in the Tacoma Community College Health Information Management Program or other accredited AHIMA educational programs may be nominated to serve as Directors. Student nominees will appear on the ballot for member voting. All active members vote for the Directors.

Duties:

- A. Attend Executive Board meetings;
- B. Serve on Education Committee; and
- C. Serve as student liaison.

ARTICLE VI. MEETINGS

Meetings shall be held at the frequency as determined by the needs of the membership. The annual meeting shall be held in December.

Revision 1993: Meetings shall be held at the frequency as determined by the needs of the membership. The last general meeting shall be held in December.

Section 1 – Notices of meetings

Notices of meetings shall be sent to the members by the secretary at least 14 days prior to the date of the meeting and shall state the time and place of the meeting.

Section 2 – Parliamentary Authority

The latest edition of ROBERT'S RULES OF ORDER (revised) shall govern this association. A parliamentarian shall be appointed by the president.

Section 3 – Quorum

A quorum of the association shall be 25 percent of the members in good standing.

Revision April 2005

SECTION 1. Regular meetings – Meetings shall be held at the frequency as determined by the needs of the membership. The last general meeting shall be held in December.

SECTION 2. Special meetings – Special meetings may be called by the President or by a majority of the Executive Board. The purpose of the meeting shall be stated in the call and no other business shall be transacted.

SECTION 3. The voting body – The voting body at all meetings shall be active members in good standing.

SECTION 4. Notices of meeting – A notice of meeting shall be mailed or emailed to members at least fourteen (14) days prior to the date of the meeting and shall state the time and place of the meeting.

SECTION 5. Quorum – Ten percent (10%) of the active members shall constitute a quorum for the transaction of business at all meetings of the association.

Revision April 2005

ARTICLE VII. DUTIES OF OFFICERS

SECTION 1. Board of Directors – There shall be a Board of Directors composed of the Officers and Directors of TAHIMA. The Board of Directors shall carry on the business of the association between meetings of the association and shall report through the President at the Annual Meeting.

The Board of Directors shall:

- A. Select time and place for the regular meetings;
- B. Provide for the audit of the Treasurer’s accounts;
- C. Approve a depository for association funds;
- D. Approve committee chair appointments;
- E. Fill vacancies in office; and
- F. Approve an Annual Budget.

SECTION 2. Meetings – The Board of Directors shall meet at least quarterly in person or electronically.

SECTION 3. Quorum– A majority of the members of the Board of Directors shall constitute a quorum.

SECTION 4. Business by mail, telephone, or electronic medium – Matters requiring action between meetings of the Board of Directors that in the opinion of the President do not warrant a called meeting may be decided by mail, telephone, or electronic vote. All such action by electronic medium shall be ratified at the next meeting.

Article VII – COMMITTEES

Standing committees shall be as follows:

- a) Executive Board
- b) Education Board
- c) Membership committee
- d) Special committee
- e) Nominating committee

Revision 1993:

- a) Executive Board
- b) Membership Committee
- c) Other committee

Section 1 – Executive Board

The Executive Board shall consist of the president, president elect, immediate past president, secretary, treasurer, and two elected directors. Additional non-voting representatives on the board shall be appointed by the president. They shall meet at the request of the association. Three voting members of the Executive Board shall constitute a quorum.

Section 2 – Education Committee

The education committee shall consist of at least three members who shall be responsible for the preparation and presentation of the program for any continuing education programs presented to this association.

Revision 1993: Delete section 2 – education committee

Section 2 – Membership committee

The membership committee shall consist of at least two members. The duties shall be to receive all applications and to determine the voting membership. The committee shall keep an up-to-date file of all members, their addresses and their employment.

Revision 1993: The membership committee shall receive all applications and determine the voting membership. The committee shall keep an up-to-date file of all members, their addresses and their employment. The committee will report to the Executive Board.

Section 3 – Other Committees

Special committees shall be appointed at the discretion of the president.

Revision 1993: Other committees shall be appointed at the discretion of the president, i.e. Washington State liaison, scholarship committee, nominating, etc. These committees will report to the Executive Board.

Section 4 – Records

A record of committee activities shall be maintained by the chairperson and reports shall be submitted to the Executive Board after each committee meeting.

Revision April 2005

ARTICLE VIII. COMMITTEES

SECTION 1. Committees – There shall be the following standing committees: Executive Board, Education Membership, Nominating and such other committees as the Executive Board may create.

SECTION 2. Membership Committee shall receive all applications and determine the voting membership. The committee shall keep an up-to-date file of all members, their addresses and their employment. The committee will report to the Executive Board.

SECTION 3. Nominating Committee shall consist of a chair and two members appointed by the President with approval of the Executive Board.

It shall prepare the Ballot for the annual election with two or more names of those consenting to serve if elected A. for each Officer and Director position to be filled.

Ballots will be furnished to all Active Members in good standing by mail or electronic medium.

SECTION 4. The Education Committee shall consist of a chair and at least three members. It shall be responsible for planning, coordinating, and scheduling of educational programs and meetings for this association in compliance with the requirements of the American Health Information Management Association. It shall be responsible for calculating and awarding continuing education credits using

approved AHIMA guidelines for all programs. An accurate record shall be maintained of all committee meetings and association sponsored educational programs.

SECTION 5. Appointment of Chairs and Committee Members – Except as otherwise specified in these Bylaws, the chair of each committee shall be appointed by the President, and shall have the privilege of appointing committee members. Chairs of standing and special committees shall render a report at all regular board meetings. Such reports shall be submitted to the Secretary at least fifteen (15) days prior to each meeting for distribution.

Article VIII – FINANCES

Section 1 – Fiscal Year

A fiscal year of this association shall be from January 1 through December 31.

Section 2 – Records

Reports of the financial status of the association shall be submitted to the Executive Board by the treasurer at the end of each quarter. An annual summary will be submitted at the end of the fiscal year.

Revision April 2005

ARTICLE IX. FINANCE

SECTION 1. The fiscal year shall be January 1 through December 31.

SECTION 2. Dues for active and student members shall be determined by the membership at large.

SECTION 3. Expenditure of funds – No officer or committee shall expend any money not provided in the budget as adopted, or spend any money in excess of the budget allotment, except by order of the Executive Board; and no officer or agent of the association shall contract for any expenditures of money in excess of \$25.00 not specifically allocated in the budget except by order of the Executive Board.

ARTICLE X. REPRESENTATION

SECTION 1. This association shall be represented on the WSHIMA Board by the President or designee of the President.

SECTION 2. Term of office – The term of the representative shall be one year.

ARTICLE XI. PARLIAMENTARY AUTHORITY

Robert's Rules of Order, Newly Revised shall govern this association in all areas not covered by these Bylaws or the Bylaws of the WSHIMA or American Health Information Management Association.

Article IX – AMENDMENTS

Bylaws will be reviewed by a special committee every four years.

Continuing Education credits – Non-members will be assessed an additional fee for education credits.

ARTICLE XII. AMENDMENTS

Bylaws may be amended at any regular meeting or at a special meeting called for this purpose. A quorum must be present and a two-thirds (2/3) vote of the active members present is required for adoption. Active members will receive a copy of the proposed amendments at least thirty (30) days prior to the meeting. Bylaws shall automatically conform to any provision of the WSHIMA.

ARTICLE XIII. DISSOLUTION

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

BYLAWS ADOPTED BY THE MEMBERSHIP

President, 2005

President-elect, 2005

BYLAWS REVISIONS (to the best of our recollection)

Original: 1965

Revised: 1985

Revised: April 1993

Revised: April 2005