

**BYAWS**  
**REGION E MINNESOTA HEALTH INFORMATION MANAGEMENT ASSOCIATION**

**October 14, 2011**

**(Revised 10-20-05)**

**Article I – Name**

The name of this Association shall be Region E Minnesota Health Information Management Association (Region E), hereafter referred to throughout the Bylaws as Region E MHIMA.

**Article II – Purpose**

To provide opportunity for professional education and networking among health information professionals, for the purpose of commitment to excellence, for the benefit of patients and providers, in the Minnesota Health Information Management Association's (MHIMA) Region E.

**Article III – Meetings**

There shall be at least one meeting per year which will be held in the fall (September, October or November). The time and place of such meeting shall be determined by the President.

**Section 3.1 – Quorum**

At any meeting of the membership, the number of active members in attendance shall be counted to determine a quorum for voting purposes.

**Article IV – Members**

The membership of Region E MHIMA shall be comprised of any individual who is an active or student member of AHIMA/MHIMA and is interested in the purpose of Region E MHIMA. MHIMA members living or working within the Region E boundaries are automatically members of Region E. Honorary or Emeritus members of AHIMA/MHIMA living or working within Region E are also eligible for Region E MHIMA membership.

**Article V – Officers**

**Section 5.1 Composition, Terms and Duties**

Officers shall be a President, Vice President, Treasurer, and Secretary. The President and Vice President shall hold office for one year. The President shall serve a term of one year after having served as Vice President during the previous year. The Secretary and Treasurer shall hold office for two years. Each Officer may serve consecutive terms. The Officers shall appoint committees, fill vacancies within a committee, transact interim business of Region E, supervise the affairs of the Region, and devise measures for its growth and prosperity. The four elected officers shall constitute a Board of Directors should it be necessary to transact business between regularly scheduled meetings.

### **Section 5.2 – Nomination and Elections**

Nomination will be taken from the floor at the Region E annual fall meeting. Candidates shall be elected by majority vote, and results of the election shall be declared at the Region E MHIMA annual fall meeting. In the event of only one candidate for the vacancy, appointment of the nominee will be by approval of the (voting) members. The elected officers shall assume office July 1 following the annual meeting at which their election is declared.

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#### **Section 5.3.1 – President**

The President shall preside at business meetings, prepare business meeting agendas, arrange for meeting site, obtain speakers for meeting with the assistance of other officers, prepare Continuing Education Certificates for distribution to participants of Region E educational programs, and appoint successors to vacancies as specified below. The President shall represent Region E at all MHIMA Board Meetings, Leadership meetings and strategic planning sessions and will serve on the MHIMA Nominating Committee.

#### **Section 5.3.2 – Vice President**

The Vice President shall perform all presidential duties in the President's absence and will assist the President as requested. The Vice President shall assume the office of President at the end of the President's term.

### **Section 5.3.3 –Secretary**

The Secretary shall keep a permanent record of all Region E meetings as well as complete official correspondence for Region E. The Secretary may obtain membership mailing labels from MHIMA when needed. The Secretary will forward a copy of the minutes to the Executive Director of MHIMA following the annual meeting and will prepare copies of those minutes to present to members prior to the next meeting.

### **Section 5.3.4 – Treasurer**

The Treasurer shall be the custodian of the funds of Region E, shall collect income and pay approved expenses, and shall present financial reports annually. The Treasurer will submit an expense report to MHIMA following the annual meeting to obtain allowed reimbursement for Speaker's fees.

### **Section 5.4 – Eligibility**

Only active members of MHIMA shall be eligible to hold Regional office.

### **Section 5.5 – Vacancies in Office**

Any officer may resign at any time by submitting a written resignation to the Regional President. The vacancy will be filled as soon as possible by the vote of the remaining officers.

### **ARTICLE VI – Audit Committee**

Region E's financial records (checking and savings account, receipts and expenses) will be reviewed by two members-at-large at each Region E annual meeting. These members will be selected by the President and will not be the current Regional officers. A report from the Audit Committee will be made at the annual meeting and a copy will be forwarded to the MHIMA Executive Director's office.

### **ARTICLE VII– Fiscal Year and Dues**

The fiscal year of Region E shall be July 1 through June 30.

Dues are not required to be a member of Region E Health Information Management Association. A meeting registration fee (specified for members, non-members and students) will be required for attendees at each Region E-sponsored educational meeting.

### **ARTICLE VIII– Parliamentary Authority**

The current edition of Robert's Rules of Order shall govern Region E in all business meetings.

**ARTICLE IX– Amendments**

Any bylaw may be amended or added by a simple majority vote of membership present at the next scheduled meeting following notification to all members of the amendment proposal. Proposed amendments to the bylaws will be communicated to the Region E MHIMA members at least 14 days prior to the next scheduled meeting. The proposed bylaw amendments will be discussed at the meeting and voted upon at that time.

**ARTICLE X– Dissolution**

Region E shall make no distribution of its assets to any of its members during the period of its operation or upon its liquidation. Upon dissolution or final liquidation of Region E, any assets remaining after obligations have been satisfied or provided, shall be transferred to the scholarship fund of MHIMA, held at the AHIMA Foundation.