

**REGION B
MINNESOTA HEALTH INFORMATION MANAGEMENT ASSOCIATION
BYLAWS**

ARTICLE I – NAME

The name of this Association shall be Region B Minnesota Health Information Management Association, or Region B MHIMA as the accepted abbreviation. Region B MHIMA is a program of MHIMA. These Bylaws are adopted for the purpose of providing Region B MHIMA with processes for internal governance.

ARTICLE II – PURPOSE AND AFFILIATION

Region B MHIMA exists to provide opportunity for professional education and networking among health information professionals for the purpose of commitment to excellence in the management of health information, and for the benefit of patients and providers in the Minnesota Health Information Management Association's (MHIMA) Region B. Region B is a program of MHIMA that is affiliated with the American Health Information Management Association. Region B MHIMA is, in all respects, obligated to operate within the policies and procedures of MHIMA and in accordance with the Regional Association Affiliation Agreement.

ARTICLE III – MEETINGS

There shall be at least one meeting per year to be held in November. The time and place of the meeting shall be determined by the President.

ARTICLE IV – MEMBERS

- The membership of Region B shall be informal and composed of any individual who supports the purpose of Region B Minnesota Health Information Management Association. Active, Student, Honorary, and Emeritus members of MHIMA living or working within the Region B boundaries are automatically members of Region B.
- Only active and honorary members of AHIMA and MHIMA shall be eligible to vote in the Regional Association election.

ARTICLE V – OFFICERS

Section 5.1 Composition

Officers shall be a President, Vice President/Treasurer, and Secretary. Each Officer shall hold office for two years and may serve consecutive terms. The Officers shall appoint committees, fill vacancies within a committee, transact interim business of Region B, supervise the affairs of the Region, and devise measures for its growth and prosperity. The three elected officers shall constitute a Board of Directors should it be necessary to transact business between regularly scheduled meetings. The President and Vice President/Treasurer are required to hold an AHIMA-approved credential, and

should be members of AHIMA and MHIMA. The Secretary is not required to hold an AHIMA-approved credential, but should be a member of AHIMA and MHIMA.

Section 5.2 – Elections

Officers will be elected each spring of every odd year. Officers shall be elected by votes cast by members via mail or electronic ballot. In the event of only one candidate for each of the three Officer positions, appointments of the designated slate of nominees will be by approval of the members. Officers shall assume office as of July 1.

Section 5.3 – Duties

Section 5.3.1 – President. The President shall preside at business meetings, prepare business meeting agendas, appoint a Program Chair and appoint successors to vacancies as specified below. The President shall represent Region B at all MHIMA Board Meetings, Leadership meetings and strategic planning sessions. Regional Association presidents or designated alternate will serve on the MHIMA Nominating Committee.

Section 5.3.2 – Vice-President/Treasurer. The Vice-President/Treasurer shall preside during the absence of the President. Further, the Vice President/Treasurer shall be the custodian of the funds of Region B, shall collect income and pay approved expenses, and shall present financial reports annually. The Vice President/Treasurer will provide financial records for annual auditing purposes.

Section 5.3.3 – Secretary. The Secretary shall send notices of regular and special meetings at least two weeks in advance, take minutes at business meetings, forward a summary of the educational sessions to the Executive Director of MHIMA within two weeks following the sessions, forward business meeting minutes to members along with the meeting notices prior to the next scheduled meeting and take attendance at meetings. The Secretary shall maintain an updated membership address list for Region B.

Section 5.4 – Eligibility

Only active and honorary members of AHIMA and MHIMA shall be eligible to serve on the Regional Association Board of Directors.

Section 5.5 – Vacancies in Office

Any officer may resign at any time by submitting a written resignation to the Regional President or Board of Directors. The Vice-President/Treasurer will succeed the President; Presidential appointment will succeed the Vice President/Treasurer; and Presidential appointment will succeed the Secretary.

ARTICLE VI – PROGRAM CHAIR AND COMMITTEE

Section 6.1 Program Chair

The Program Chair shall be appointed by the President, whose duties are to:

1. Plan the agenda and arrange for meetings.
2. Arrange for a meeting site.
3. Prepare Continuing Education Certificates for signature by the Regional President for distribution to participants of Region B educational programs. Regional Associations, by virtue of their relationship with MHIMA, have authority to grant CEUs for the educational portion of their meetings, consistent with the written guidelines established by the AHIMA Council on Certification and as documented in the Commission on Certification for Health Informatics and Information Management (CCHIIM) Recertification Guide. Education must be relevant to the HIIM field as presented in the HIIM domains to be eligible for continuing education credit. Continuing education units are based on educational contact hours. Sixty minutes of attendance at an educational program equals one (1) CEU. The rounding criterion is 45 minutes. For example, 1 hour and 30 minutes = 1 CEU. One hour and 45 minutes = 2 CEUs. Once CEU certificates have been distributed, it is up to the attendee to retain all information related to the CEU event to support an audit from AHIMA.

Section 6.2 – Program Committee

A Program Committee of no less than two members plus the Program Chair will assist in the planning process.

ARTICLE VII – NOMINATING COMMITTEE

There shall be a Nominating Committee consisting of three members, one of whom shall be the Chairman appointed by the President. This Committee shall prepare a slate of nominees to be presented for vote every odd year.

ARTICLE VIII – FINANCES AND AUDIT COMMITTEE

Region B's funds belong to and are held at MHIMA which provides Region B with periodic financial statements. The periodic financial statements from MHIMA, showing ongoing balance, receipts and expenses will be reviewed by two Region B members prior to each Region B annual meeting. The President will appoint two Region B non-board members to serve on this Audit Committee. A report from the Audit Committee will be made at the annual meeting.

ARTICLE IX – FISCAL YEAR AND DUES

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

Dues are not required to be a member of Region B Health Information Management Association.

A meeting registration fee will be required for attendees at each Region B-sponsored educational meeting. However, there is no meeting registration fee for HIM undergraduate program students in attendance. Registration fees are the same for MHIMA members vs non-members. Meeting registration refunds will be processed if canceled up to 48 hours prior to the meeting.

ARTICLE X – EXPENSES

If requested, members and officers of appointed committees or task forces may be reimbursed for lunch and mileage at the current IRS rate by submitting these expenses to the Region B Vice-President/Treasurer.

ARTICLE XI – PARLIAMENTARY AUTHORITY

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

ARTICLE XII – AMENDMENTS

Revisions to these Bylaws must be first approved by the Board of Directors of MHIMA, and then by the membership of the Region B members at a membership meeting following at least a 15 calendar day notification to all Region B members of the amendment proposal.

ARTICLE XIII – DISSOLUTION

Upon dissolution, the assets of all Regional Associations, including those of Region B remain with MHIMA.

Approved by MHIMA 11.15.17