

**REGION G
MINNESOTA HEALTH INFORMATION MANAGEMENT ASSOCIATION**

BYLAWS-Approved

ARTICLE I – NAME

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

ARTICLE II – PURPOSE AND AFFILIATION

Region G MNHIMA 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, for the benefit of patients and providers, in the Minnesota Health Information Management Association's (MNHIMA) Region G. Region G is a program of MNHIMA which is affiliated with the American Health Information Management Association. Region G MNHIMA is, in all respects, obligated to operate within the policies and procedures of MNHIMA and in accordance with the Regional Association Affiliation Agreement.

ARTICLE III – MEETINGS

There shall be at least one meeting per year to be held during Quarter 2 (Spring). The time and place of such meeting shall be determined by the President.

I. Pricing

Region G meetings will charge attendees as follows:

- MNHIMA Member: \$5.00 per CEU at session (and cost of meal for in person meetings)
- Non-MNHIMA Member: \$10.00 per CEU at session (and cost of meal for in person meetings)
- Student Member: Free (Region G Board to determine if cost of meal for student members will be charged to student member)

II. Cancellation/Refunds

- Full refund less a 20% (\$5.00 minimum) processing fee for any cancellations prior to **two weeks** before the educational event
 - i. Cancellation notices must be submitted in writing to the MNHIMA Executive Office
 - ii. **If an In Person meeting is transitioned to a virtual meeting, no refund will be issued, per MNHIMA Recorded Event policy.**
- Full refund for any cancellations due to emergency or less than one week prior to the educational event

- i. Cancellation requests must be submitted in writing to the MNHIMA Executive Office
 - ii. Full refund for cancellations less than one week prior to the educational event must be approved by the Region G President
- Substitutions are allowed

ARTICLE IV – MEMBERS

The membership of Region G shall be informal and composed of any individual who supports the purpose of Region G MNHIMA. Professional (active), Professional-Emeritus, New Graduate, New to AHIMA, Professional-Premier (active), and Student members of MNHIMA living or working within the Region G boundaries are automatically members of Region G.

Only Active members of MNHIMA are eligible to vote in Region G affairs such as bylaws and election of officers. Individuals with student membership are not eligible to vote.

ARTICLE X – OFFICERS

Section 5.1 Composition

Officers shall be a President, President-Elect, Secretary, and Treasurer. The officers may serve consecutive terms pending nomination and election criteria are met. The Officers shall appoint committees, fill vacancies within a committee, transact interim business of Region G, 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. The current President is required to be an AHIMA-approved credential holder.

Section 5.1.1- Term of Office: The President shall hold office for a one year term. The President-Elect shall automatically advance to the office of President after serving one year as President-Elect. The Secretary and Treasurer shall hold office for two years. These Officers may serve consecutive terms pending nomination and election criteria are met.

Section 5.1.2- Eligibility: The candidate must have an AHIMA credential. Students are not eligible to be elected as officers.

Section 5.1.3- Nominations: The immediate President-Elect will be the Nominating Committee Chairperson. The Nomination Committee will recruit candidates for offices whose terms are completed.

Section 5.2 – Elections

Elections will be held every year. Officers shall be elected by votes cast by members present at the designated annual meeting. The term of all officers will be from July 1 to June 30 of the next election year.

Section 5.3 – Duties

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

Section 5.3.2 – President Elect. The President Elect shall assist the President and assume the duties of the president in their absence. In addition, they shall assist in the planning of Region G meetings and preparation of the meeting agenda.

Section 5.3.3 – Secretary. The Secretary shall send notices of regular and special meetings at least three weeks in advance, take minutes at business meetings, forward a summary of the educational sessions to the Executive Director of MNHIMA 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.

Section 5.3.4 - Treasurer. The Treasurer shall be the custodian of the funds of Region G, shall collect income and pay approved expenses, and shall present a financial report annually. They will review and ensure financial records are correct as provided by the Executive Director

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Section 5.4 – Eligibility

Only active members of MNHIMAMNHIMA shall be eligible to hold Regional office, with the President required to be a current AHIMA approved credential holder. Regional Board members are not eligible to sit on the MNHIMA Board of Directors during their term.

Section 5.5 – Vacancies in Office

Any officer may resign at any time by submitting a written resignation to the Region G President or Board of Directors. The President-Elect will succeed the President. Any other open vacancy will be decided upon by the current Region G Leadership. Officers appointed to fill a vacancy will hold office until June 30 of the next election year.

ARTICLE VI – PROGRAM CHAIR AND COMMITTEE

Section 6.1 Program Chair

The Program Chair shall be an RHIA or RHIT appointed by the President, whose duties are to:

1. Plan the agenda and arrange for meetings.
2. Arrange for a meeting site.
3. Regional Associations, by virtue of their relationship with MNHIMA, 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. Continuing Education Certificates are created and distributed through Knowledge Connex.

4. Once CEU certificates have been distributed, it 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 year.

ARTICLE VIII – FINANCES AND AUDIT COMMITTEE

Region G's funds belong to and are held at MNHIMA which provides Region G with periodic financial statements. The periodic financial statements from MNHIMA, showing ongoing balance, receipts and expenses will be reviewed by two members-at-large prior to each Region G annual meeting. These members will be selected by the President. A report from the Audit Committee will be made at the annual meeting.

ARTICLE IX – FISCAL YEAR AND DUES

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

Dues are not required to be a member of Region G MNHIMA.

A meeting registration fee will be required for attendees at each Region G sponsored educational meeting. Student Members may pay a reduced rate per the pricing guidelines above.

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 G Treasurer.

ARTICLE XI – PARLIAMENTARY AUTHORITY

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

ARTICLE XII – AMENDMENTS

Revisions to these Bylaws must be first approved by the Board of Directors of MNHIMA, and then by the membership of the Region G members at a membership meeting following at least a 14 calendar day notification to all Region G members of the amendment proposal.

ARTICLE XIII – DISSOLUTION

Upon dissolution, the assets of all Regional Associations, including those of Region G remain with MNHIMA.