ARTICLE I – NAME

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

ARTICLE II – PURPOSE AND AFFILIATION

Region D 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 D. Region D is a program of MNHIMA which is affiliated with the American Health Information Management Association. Region D 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 in the fall. The time and place of such meeting shall be determined by the President.

ARTICLE IV – MEMBERS

- The membership of Region D shall be informal and composed of any individual who supports the purpose of Region D Minnesota Health Information Management Association. Professional, Student, and Professional-Emeritus members of MNHIMA living or working within the Region D boundaries are automatically members of Region D. Professional and Emeritus members hold voting rights.
- Only AHIMA/MNHIMA members of Region D shall be allowed to vote in Region D elections.

ARTICLE X – 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 D, 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. Region D President and Vice President/Treasurer must hold an AHIMA approved credential.
Section 5.2 – Elections

Officers will be elected in the spring of every even year. Officers shall be elected by votes cast at meetings by members. In the event of a spring meeting not being able to be held members may vote 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 RHIA or RHIT Program Chair and appoint successors to vacancies as specified below. The President shall represent Region D at all MNHIMA Board Meetings, Leadership meetings and strategic planning sessions. The President or designated alternate will serve on the MNHIMA Nominating Committee.

Section 5.3.2 – Vice-President/Treasurer. The Vice-President/Treasurer shall preside during the absence of the President. This officer will ensure the MNHIMA Executive Director receives invoices, receipts, and checks from events held by the MNHIMA Region D. The MNHIMA Executive Director shall be the custodian of the funds of Region D, shall collect income, pay approved expenses, and will provide financial records for annual auditing purposes. The Vice-President/Treasurer shall present the Financial Report for MNHIMA received from the MNHIMA Executive Director during MNHIMA Region D business meetings.

Section 5.3.3 – Secretary. The Secretary shall send notices of regular MNHIMA Region D Meetings at least six weeks in advance to the MNHIMA Executive Director for Members to be notified a month in advance of the meeting. The Secretary will 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. The Secretary shall maintain an updated membership address list for MNHIMA Region D.

Section 5.4 – Eligibility

Only Professional members of MNHIMA 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 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 a 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. Prepare Continuing Education Certificates for signature by the Regional President for distribution to participants of Region D educational programs. 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.
4. Maintain an attendance roster of meetings/CE events for validation of credits as requested. 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. Region D MNHIMA will not keep record of CEUs. The attendance roster of meeting attendees will be kept for period of two years and then will be destroyed.

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 D’s funds belong to and are held at MNHIMA which provides Region D with periodic 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 D 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 D shall be July 1 through June 30.

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

A meeting registration fee will be required for attendees at each Region D sponsored educational meeting. Fees will be based upon MNHIMA membership status.

I. Pricing
Region D 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 D 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
  - Cancellation notices must be submitted in writing to the MNHIMA Executive Office
  - 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
  - Cancellation requests must be submitted in writing to the MNHIMA Executive Office
  - Full refund for cancellations less than one week prior to the educational event must be approved by the Region D President

- Substitutions are allowed

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 MNHIMA Executive Director.

ARTICLE XI – PARLIAMENTARY AUTHORITY

The current edition of Robert’s Rules of Order shall govern Region D 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 D members at a membership meeting following at least a 14-calendar day notification to all Region D members of the amendment proposal.

ARTICLE XIII – DISSOLUTION
Upon dissolution, the assets of all Regional Association, including those of Regional D remain with MNHIMA.