

ARTICLE IV - OFFICERS AND DIRECTORS

Section 1. The offices of this Association shall be a President, President-elect, a Secretary, and a Treasurer. Each officer shall hold office for one (1) year or until his successor has been elected and qualified.

Section 2. There shall be four (4) Directors. The retiring President shall automatically become a Director for one (1) year. Each regional leader shall be a Director for one (1) year. These shall be elected by region's membership at the spring meeting prior to the annual meeting.

Section 3. Eligibility. Only active members in good standing shall be eligible to hold office or serve as Directors.

Section 4. Nominations. The Nominating Committee as provided in Article VIII, Section 2, shall make nominations.

Section 5. Elections. Elections shall be by a plurality of the votes cast by the active members in good standing. In case of a tie, the election shall be decided by lot.

Voting shall be by electronic ballot. Ballots with instructions for their use shall be sent electronically to all active members at least ninety (90) days prior to the Annual Meeting. In order to be counted, a ballot must be electronically cast and sent to the Chairman of the Nominating Committee, and must be received at least 60 days before the Annual Meeting. Ballots received after the deadline will not be counted.

The elected Officers and Directors shall assume office on July 1 and results of the election shall be announced at the Annual meeting. The President-Elect shall automatically succeed to the office of President on July 1.

Results of the election shall be announced at the Annual meeting, and the Officers and Directors shall assume office at the close of the meeting at which their election was announced. The President-Elect shall automatically succeed to the office of President at the close of the Annual Meeting.

Section 6. Vacancies. In the case of death, incapacity or resignation of any officer or director during his/her term of office, the vacancy shall be filled by the vote of the Executive Board, except for those Directors who are regional leaders. Regional Director positions will be filled by vote of the membership in the region where the vacancy occurs.

In the event a vacancy shall occur in the office of the President-Elect prior to assuming the Presidency, the vacancy shall be filled for the unexpired portion of the current term by vote of the Executive Board. The Nominating Committee shall be instructed to make nominations for both President and President-Elect and that year the President shall serve without previous experience as President-Elect.

Any Officer or Director may resign at any time by submitting a written resignation to the executive Board, but such resignation shall not become effective until accepted by the Executive Board.

ARTICLE V - DUTIES OF OFFICERS

Section 1. The duties of the officers shall be specified in these Bylaws and Standing Rules of such may from time to time be adopted, or as specified in the Bylaws and Standings Rules of the American Association and *Roberts Rules of Order* latest edition.

Section 2. The President shall become familiar with the procedures for the component State Association Officers established by the American Health Information Management Association and be guided by these procedures in directing the activities of Officers and Committees. The President shall:

- a) Preside at all meetings of the State Association and of the Executive Board
- b) Appoint Standing and Special Committee Chairpersons;
- c) Be an ex-officio member of all committees except the Nominating Committee
- d) Serve as a Delegate to the House of Delegates of the American Health Information Management Association by virtue of the office.

Section 3. The President-Elect shall serve as an aide to the President, and shall assume the duties of the President in his/her absence or inability to act. The President-Elect shall:

- a. Serve as a delegate to the American Health Information Management Association House of Delegates.

Section 4. The Secretary shall keep a permanent record of the meetings of the State Association and the Executive Board and shall submit them for approval at the next meeting of the respective group. He/she shall carry on the official correspondence of the State Association under the direction of the President.

Section 5. The Treasurer shall be custodian of the funds of the State Association. He/she shall maintain an account to the income and expenditures and the dues received from the AHIMA and shall submit a quarterly report at the Executive Board meeting(s) and interim reports as may be requested by the State President. The Treasurer will submit an annual report after the fiscal year has ended.

ARTICLE VI - MEETINGS

Section 1. Regular Meetings. There shall be one (1) annual Meeting a year of this Association. The Executive Board shall determine the exact time and place of the meeting. State membership is divided into three- (3) regions and there will be a spring and a fall meeting of each region.

Section 2. Special Meetings. Special meetings may be called by the President or by a majority of the Executive Board. Ten- (10) days notice shall be given of a special meeting. The purpose of the meeting shall be transacted.

Section 3. The voting body of all meetings shall be the active members in good standing.

Section 4. Quorum. One-third (1/3) of the active members registered for the Annual Meeting shall constitute a quorum for transaction of business at all meetings of the State Association.

ARTICLE VII - EXECUTIVE BOARD

Section 1. There shall be an Executive Board composed of the Officers, Directors and Standing Committee Chairmen of the State Association. Standing Committee Chairmen will have voice, but no voting privileges. The Executive Board shall conduct the business of the SCHIMA between meetings of the membership and shall report activity to the membership as provided by the Bylaws and Policies and Procedures.

Section 2. Duties and Responsibilities. The Executive Board shall provide for Audit of the Treasurer's Accounts, approved depository of Association Funds, and fill vacancies in officers. The Board shall establish, oversee, and act on the recommendations of all Committees and Councils except as otherwise provided in these Bylaws.

Section 3. Meetings. The Executive Board shall meet immediately preceding and immediately following the Annual Meeting and on during the year. Ten- (10) days notice shall be given. A majority shall constitute a quorum for the transaction of business.

Section 4. Business by telecommunications. Matters requiring action between meetings of the Executive Board which in the opinion of the President, do not warrant a called meeting, and may be ratified at the next meeting.

ARTICLE VIII - COMMITTEES

Section 1. There shall be such Committees as necessary to conduct the business of the Association, including a Nominating Committee. The composition, size and duties of the Committees shall be set forth in the Association's Policy and Procedure Manual and subject to the approval of the Executive Board.

- a. Eligibility. Unless otherwise specified in these Bylaws, active members shall be eligible to be appointed as Committee Chairman and members.

- b. Vacancies. Appointments to fill vacancies occurring in Committees shall be by the same procedure as the original appointment.

Section 2. The Nominating Committee shall consist of three (3) active members. The President shall appoint the Chairman and the other members shall be elected at the Annual Meeting. This Committee shall prepare a ballot of nominees, at least two (2) for each office and for each delegate, from those consenting to serve, if elected, for each office to be filled for delegates to the American Health Information Management Association. It shall indicate the membership classification for each nominee. The report of this Committee shall be prepared and submitted to the President at least one hundred twenty (120) days prior to the Annual Meeting. The ballot, with instructions for its use, shall be placed in the mail to all active members at least ninety (90) days prior to the Annual Meeting by the Committee in accordance with Article VI, Section of the Bylaws.

ARTICLE IX - FINANCE

Section 1. The fiscal year of this association shall be from July 1 through June 30 of the following year.

Section 2. Dues, Fees, and Assessments. Dues for AHIMA membership are as provided in the AHIMA Bylaws and Standing Rules.

ARTICLE X - REPRESENTATION

Section 1. This Association shall be represented in the House of Delegates of the American Health Information Management Association as provided in the Bylaws of the American Health Information Management Association.

Section 2. Election of Delegates

- a. Only active members in good standing shall be eligible to serve as delegates to the American Health Information Management Association. The apportionment of delegates shall be based on active membership of the State Association on record in the Executive Office of the American Health Information Management Association at the close of business on December 31st of the immediate prior year. The Association shall be entitled to one delegate for any portion of 100 active members and shall be entitled to one additional delegate for each additional 100 active members or major portion thereof, but shall not be entitled to more than five (5) delegates. The president, President-Elect and Past-President shall serve as delegates. If a delegate finds it impossible to serve, the Executive Board shall appoint a Past-President.

ARTICLE XI - PARLIAMENTARY AUTHORITY

The latest edition of *Roberts Rules of Order* shall govern this Association in all cases not covered by these Bylaws or the Bylaws of the American Health Information Management Association.

ARTICLE XII - AMENDMENTS

These Bylaws may be amended at any duly convened meeting at which a quorum is present by a two-thirds (2/3) vote of the active members present provided that a copy of the proposed amendment has been sent to every member at least thirty (30) days before the meeting at which it shall be voted upon. All proposed amendments shall be submitted for prior approval as directed in the American Health Information Management Association Bylaws before they are submitted for adoption.

After due adoption by the active members present at a duly convened meeting at which a quorum is present, two copies of the new Bylaws shall be submitted to the Executive Office for final signature of the American Health Information Management Association and as amendments at the first meeting of the State Association following the Annual Meeting of the American Health Information Management Association.

ARTICLE XIII - DISSOLUTION

SCHIMA shall make no distribution of its assets to any of its members during the period of its operation or upon its liquidation. Upon the dissolution or final liquidation of SCHIMA any assets remaining after all obligations have been satisfied or provided for shall be transferred to AHIMA or to a nonprofit entity as determined by the Board.