

# TACOMA AREA HEALTH INFORMATION MANAGEMENT ASSOCIATION BYLAWS

## ARTICLE I. Name

The name of this local association of the Washington State Health Information Management Association shall be the Tacoma Area Health Information Management Association (TAHIMA).

## ARTICLE II. Purpose

The purpose of this association will be to:

- a) To promote the art and science of health information management and to improve the quality of comprehensive health information services for the welfare of the public.
- b) To support American Health Information Management Association and the Washington State Health Information Management Association mission.
- c) To serve as a communication network between members of other local associations, and WSHIMA
- d) To provide educational programs to enhance HIM professional skills.

## ARTICLE III. Membership

SECTION 1. The membership of this association shall be divided into two classes; active and student.

SECTION 2. Active – The active membership of this association shall be any AHIMA credentialed professionals and others interested in or working in the HIM profession. Active Members in good standing shall be entitled to vote, to hold office, to serve as a member of the Board of Directors, committee chair, or committee member.

SECTION 3: Student – The student membership of this association shall be composed of student members of the American Health Information Management Association who are formally enrolled in a Health Information Administration or Health Information Technology program in this state or who reside in this state and are formally enrolled in a program in another state and select Washington for their state association membership. Individuals shall be allowed to remain in this category as long as their student membership in the American Health Information Management Association continues. Student Members shall have all the rights and privileges of members, shall be eligible to serve as Director, but shall **not be** entitled to vote or hold other elected offices of the Board of Directors.

SECTION 4: Application for membership – Application for active or student membership shall be in writing on the form provided by the Tacoma Area Health Information Management Association and shall be sent by the applicant directly to the TAHIMA Secretary and shall be accompanied by the amount of annual dues as established by the membership at large.

SECTION 5: Resignation, forfeiture, expulsion, reinstatement – Active or Student membership shall be automatically canceled upon nonpayment of annual dues.

SECTION 6: Cessation of property interest – All right, title, and interest, both legal and equitable, of a member in and to the property of the association shall cease in the event of either of the following:

- A. Resignation or death;
- B. Forfeiture of membership or expulsion

#### **ARTICLE IV. Officers and Directors**

SECTION 1. Officers (also known as Executive Board) – The officers of this association shall be a President, a President-Elect, a Secretary, and a Treasurer. The President and President-Elect shall hold office for one year or until a successor has been elected or appointed. The president shall serve a term of one year as president-elect prior to taking the office of president. The Secretary and Treasurer shall hold office for two years or until a successor has been elected or appointed. Only active members in good standing shall be eligible to hold these offices.

SECTION 2. Student Directors– There shall be up to four student directors of this association, serving one year terms. Only student members shall be eligible to hold the office of student director.

SECTION 3. Eligibility – Only active members in good standing shall be eligible to hold office.

SECTION 4. Nomination –Nomination shall be made by a nominating committee as provided for in Article VII, Section 3).

SECTION 5. Elections – Election shall be by a plurality of the votes cast by the active members in good standing. Voting shall be by mail or electronically. Ballots shall be placed in the mail OR ELECTRONICALLY to all active members in good standing at least 60 days prior to the last general meeting. In order to be counted, the ballots must be returned at least 45 day prior to the last general meeting to the nominating chairperson. The nominating chairperson shall deliver the tally to the membership on the day of the last general meeting.

SECTION 6. Vacancies - In the event of death, incapacity, or resignation of any officer or Director during the term of office, the vacancy shall be filled by vote of the Board of Directors, with the exception of the office of President, which will be assumed by the President-Elect.

- A. In the event of the death, incapacity, or resignation of the President-Elect prior to assuming the office of President, the vacancy thus created in the office of President-Elect shall be filled by vote of the Board of Directors.
- B. Any officer or Director may resign at any time by submitting his written resignation to the Board of Directors and the resignation shall not become effective until accepted by the Board of Directors.

## **ARTICLE V. Duties of Officers and Directors**

SECTION 1. Duties – The duties of the Officers shall be as specified in these Bylaws and the latest edition of Robert’s Rules of Order, Revised.

SECTION 2. President – The President shall:

- A. Preside at all meetings of the Association and the Board of Directors;
- B. With the approval of the Executive Board, appoint all chairpersons and members of the membership committee and other committees;
- C. Serve as an ex-officio member of all committees except the Nominating Committee;
- D. Serve as a Representative of the Washington State Health Information Management Association; and
- E. Arrange for audit of the Treasurer’s accounts.

SECTION 3. President-Elect – The President-Elect shall assume the duties of President in the absence or inability of the President to act. The President-Elect shall be responsible for the education committee to include preparation and presentation of the monthly educational programs.

SECTION 4. Secretary – The secretary shall keep full minutes of all proceedings of the association which are to be presented at the business meeting for correction and approval. The secretary will handle correspondence for the association.

SECTION 5. Treasurer – The treasurer shall receive all revenue, issue receipts, keep full and accurate accounts of all receipts and disbursements of the association and shall pay all prior approved expenditures.

SECTION 6. Student Directors – Student directors shall represent the student membership at large as members of the Board of Directors. Student directors shall serve for a one year term. Students enrolled in the Tacoma Community College Health Information Management Program or other CAHIIM accredited educational programs may be nominated to serve as student directors. Student nominees will appear on the ballot for member voting. All active members vote for the student directors. Duties:

- A. Attend Board of Director meetings;
- B. Serve on Education Committee; and
- C. Serve as student liaison.

SECTION 7. Past- President

The Past – President shall serve at the discretion of the Executive Board.

**ARTICLE VI. Meetings**

Meetings shall be held at the frequency as determined by the needs of the membership. The annual meeting shall be held in December.

SECTION 1. *Regular meetings* – Meetings shall be held at the frequency as determined by the needs of the membership. The last general meeting shall be held in December.

SECTION 2. *Special meetings* – Special meetings may be called by the President or by a majority of the Executive Board. The purpose of the meeting shall be stated in the call and no other business shall be transacted.

SECTION 3. *The voting body* – The voting body at all meetings shall be active members in good standing.

SECTION 4. *Notices of meeting* – A notice of meeting shall be mailed or emailed to members at least fourteen (14) days prior to the date of the meeting and shall state the time and place of the meeting.

SECTION 5. *Quorum* – Ten percent (10%) of the active members shall constitute a quorum for the transaction of business at all meetings of the association.

SECTION 6. *Parliamentary Authority* – Robert’s Rules of Order, Newly Revised shall govern this association in all areas not covered by these Bylaws or the Bylaws of the WSHIMA or American Health Information Management Association.

**ARTICLE VII. Board of Directors**

SECTION 1. *Board of Directors* – There shall be a Board of Directors composed of the Officers and Directors of TAHIMA. The Board of Directors shall carry on the business of the association *between* meetings of the association and shall report through the President at the annual meeting.

The Board of Directors shall:

- A. Select time and place for the regular meetings;
- B. Provide for the audit of the Treasurer’s accounts;
- C. Approve a depository for association funds;
- D. Approve committee chair appointments;
- E. Fill vacancies in office; and
- F. Approve an Annual Budget.

SECTION 2. *Meetings* – The Board of Directors shall meet at least quarterly in person or electronically.

SECTION 3. Quorum– A majority of the members of the Board of Directors shall constitute a quorum.

SECTION 4. Business by mail, telephone, or electronic medium – Matters requiring action between meetings of the Board of Directors that in the opinion of the President do not warrant a called meeting may be decided by mail, telephone, or electronic vote. All such action by electronic medium shall be ratified at the next meeting.

#### **ARTICLE VIII. Committees**

SECTION 1. Committees – There shall be the following standing committees: Executive Board Education, Membership, Nominating and such other committees as the Executive Board may create.

SECTION 2. Membership Committee shall receive all applications and determine the voting membership. The committee shall keep an up-to-date file of all members, their addresses and their employment. The committee will report to the Executive Board. The Committee Chair shall send out notices of all upcoming meetings to members of TAHIMA.

SECTION 3. Nominating Committee shall consist of a chair and two members appointed by the President with approval of the Executive Board.

It shall prepare the Ballot for the annual election with two or more names of those consenting to serve if elected for each Officer and Director position to be filled.

SECTION 4. The Education Committee shall consist of a chair and at least three members. It shall be responsible for planning, coordinating, and scheduling of educational programs and meetings for this association in compliance with the requirements of the American Health Information Management Association. It shall be responsible for calculating and awarding continuing education credits using approved AHIMA guidelines for all programs. An accurate record shall be maintained of all committee meetings and association sponsored educational programs.

SECTION 5. Appointment of Chairs and Committee Members – Except as otherwise specified in these Bylaws, the chair of each committee shall be appointed by the President, and shall have the privilege of appointing committee members. Chairs of standing and special committees shall render a report at all regular board meetings. Such reports shall be submitted to the Secretary at least fifteen (15) days prior to each meeting for distribution.

#### **ARTICLE IX. Finance**

SECTION 1. The fiscal year shall be January 1 through December 31.

SECTION 2. Dues for active and student members shall be determined by the membership at large.

SECTION 3. Expenditure of funds – No officer or committee shall expend any money not provided in the budget as adopted, or spend any money in excess of the budget allotment, except by order of the Executive Board; and no officer or agent of the association shall contract for any expenditures of money in excess of \$25.00 not specifically allocated in the budget except by order of the Executive Board.

**Article X. Amendments**

Bylaws will be reviewed by a special committee every four years. Continuing Education credits – Non-members will be assessed an additional fee for education credits.

**ARTICLE XI. Amendments**

Bylaws may be amended at any regular meeting or at a special meeting called for this purpose. A quorum must be present and two-thirds (2/3) vote of the active members present is required for adoption. Active members will receive a copy of the proposed amendments at least thirty (30) days prior to the meeting. Bylaws shall automatically conform to any provision of the WSHIMA.

**ARTICLE XII. Dissolution**

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

BYLAWS ADOPTED BY THE MEMBERSHIP

President, 2011  
President, 2005  
President-elect, 2005  
Board, January 2011  
Board, March 2012  
Board, March 2013  
President, Sept 2013

**BYLAWS REVISIONS (to the best of TAHIMA Board's recollection)**

Original: 1965  
Revised: 1985  
Revised: April 1993  
Revised: April 2005  
Revised: January 2011  
Revised: March 2012  
Revised: September 2013  
Revised: October 2015