

OZARK AREA HEALTH INFORMATION MANAGEMENT ASSOCIATION BY-LAWS

ARTICLE I: NAME:

The name of this association shall be known as the Ozark Area Health Information Management Association (OAHIMA).

ARTICLE II: PURPOSE:

The purpose of this association shall be to promote quality health information to benefit patients, providers and users of clinical data by fostering professional development of our members through education, leadership, mentoring and advocacy.

ARTICLE III: MEMBERSHIP:

Membership to this association can be obtained by requesting such membership through the OAHIMA website. Members' information shall be made part of the membership and facility database.

Membership Classes:

- A. Active – Comprised of the active members of AHIMA and MHIMA employed and residing in Missouri, non-employed members residing in Missouri, and members living out of Missouri but employed in Missouri who select MHIMA for their State Association membership. Active members are defined as individuals interested in the AHIMA purpose and willing to abide by the Code of Ethics. They shall be entitled to vote; to hold office; to serve as a member of the Board of Directors; serve as Committee Chairmen, Strategy Managers, or Project Leaders serve as Project or Committee members; or serve as a delegate to MHIMA.
- B. Student – Any individual who holds student membership in AHIMA and MHIMA and who is either formally enrolled in a CAHIIM accredited program for HIA or HIT in Missouri or resides in Missouri and is formally enrolled in a program in another state and selects Missouri membership shall be a student member of this association as long as his/her student membership in AHIMA continues. Student members shall have all rights and privileges of membership, including that of serving as a project or committee member in designated student positions with voice but no vote. They shall not be entitled to other voting privileges, to hold office, or serve as a member of the Board of Directors, Committee Chairman, Strategy Manager, Project leader, or delegate to MHIMA.
- C. Honorary – Any person who receives honorary membership in AHIMA and MHIMA and resides in Missouri shall be an honorary member of this Association. Any person

Ozark Area Health Information Management Association By-Laws Cont.

who made a significant contribution to health information management science or rendered distinguished service in the health information profession or its related fields may be awarded honorary membership in OAHIMA by the Board of Directors. These members shall be exempt from dues. An honorary member may hold no other class of membership in AHIMA or MHIMA. Honorary members shall be eligible for a national appointment.

Nonmembers of AHIMA, MHIMA, and OAHIMA are defined as those individuals who do not have active, student, or honorary status with AHIMA. OAHIMA may offer membership to non-AHIMA/MHIMA members; however, the following guidelines shall be followed:

- Only active and honorary members of AHIMA, MHIMA, and OAHIMA shall be eligible to serve on the Board of Directors.
- The decision to allow for nonmembers to vote in the election is left to the discretion of the Board of Directors.

Dues:

- A. No dues will be assessed for membership to the association.
- B. Fees for educational sessions/seminars will be assessed as agreed upon by the OAHIMA Board of Directors. Hosting facility employees and HIA/HIT students shall not be required to pay fees.
- C. Registration fees will be paid by OAHIMA for the current OAHIMA president to attend the MHIMA annual meeting.

ARTICLE IV: OFFICERS:

- A. Officers shall consist of eight (8) members who serve as the Board of Directors of the association, President, Past-President, President-Elect, Recording Secretary, Recording Secretary-Elect, Treasurer, and two (2) General Officers. Each year there shall be an election of a President-elect, Recording Secretary-elect and two General Officers. The President-elect and the Recording Secretary-elect shall be elected to a two (2) year term. The two (2) General Officers shall be elected to a one (1) year term.

The President-Elect and Recording Secretary-Elect shall serve as a general member of the Executive Committee for their first year and assume their office during their second year.

- B. The Board of Directors shall appoint a Treasurer.

Ozark Area Health Information Management Association By-Laws Cont.

- C. Term of office shall run from July 1 to June 30.
- D. Elections shall be held in the last quarter of each term. Nominations shall be made from the floor during the business meeting; however, the person nominated must either be present or have agreed in writing to serve if elected. This agreement must be presented to the Recording Secretary at the time of nomination.
- E. In the case of a tie for any position, there shall be an immediate run-off election. The winner of the run-off election shall serve in the position.
- F. Vacancies that occur on the Board of Directors may be filled by a vote of the Board of Directors and the agreement of the potential candidate to serve. If the Board of Directors feels that the vacancy does not need to be filled, they do not have to fill the vacancy. If the vacancy occurs in the President, President-elect, Recording Secretary or Recording Secretary-elect, every attempt shall be made to fill that position from the current Board of Directors. This would provide coordination and continuity. When the position is filled, that person assumes the term of office remaining for the position that they are filling.

ARTICLE V: DUTIES:

- A. Duties of the Board of Directors shall be:
 - 1) Presentation of at least four (4) educational sessions per year. (Quarterly).
 - 2) Coordination with Missouri Health Information Management Association initiatives and mission.
 - 3) Conduct a business meeting during each education session.
 - a. Maintain funds/disburse funds as needed.
 - b. Maintain membership/facility list.
 - c. Conduct a planning meeting at the beginning of the term to discuss goals of the committee for the year. Conduct further meetings throughout the term as deemed necessary by the Board of Directors.
 - d. Other duties as appropriate
 - e. Conduction one annual meeting at the end of the term.
 - i. Election to be held during the last quarter of each term.
 - ii. By-laws review to be held during the last quarter of each term.

Ozark Area Health Information Management Association By-Laws Cont.

B. Duties of the President shall be:

- 1) Lead the Board of Directors and assure all the above activities occur.
- 2) Coordinate activities of association including setting goals for the term.
- 3) Conduct the business meeting.
- 4) Other duties as deemed appropriate by the current Board of Directors.

C. Duties of the Recording Secretary:

- 1) Maintain membership list/facility database.
- 2) Assist association with website maintenance.
- 3) Send copy of business minutes and synopsis of meeting/education session to MHIMA Webmaster to post on the Internet site and send out to OAHIMA members.
- 4) Conduct business meeting in absence of President.
- 5) Other duties as appropriate.

D. Duties of Treasurer:

- 1) Maintain and disburse funds as needed.
- 2) Other duties as appropriate.

E. Duties of General Officers:

- 1) Assist with educational session planning.
- 2) Other duties as appropriate.

F. Duties of President-Elect:

- 1) Assist the board as requested for preparation of educational sessions and board meetings.
- 2) Other duties as appropriate.

G. Duties of Recording Secretary-Elect:

- 1) Assist the board as requested for preparation of educational sessions and

Ozark Area Health Information Management Association By-Laws Cont.

board meetings.

- 2) In the absence of the Recording Secretary perform all routine duties including meeting minutes.

G. Duties of Past President:

- 1) Assist the board by providing guidance and support.

ARTICLE VI: REPRESENTATION:

- A. If a representative or representatives is requested by the Missouri State Health Information Management Association, the person appointed to be the representative shall be a member in good standing of that state association.

- 1) A member of the Board of Directors shall be selected to represent the Ozark Area Health Information Management Association at the state association level.

Approved 7-93
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