

BYLAWS OF THE
ROCHESTER REGIONAL
HEALTH INFORMATION MANAGEMENT ASSOCIATION

Revised January 2023

ARTICLE I
NAME

The name of this component Local Association of the New York Health Information Management Association, Inc. shall be: ROCHESTER REGIONAL HEALTH INFORMATION MANAGEMENT ASSOCIATION, herein referred to as RRHIMA or Association.

ARTICLE II
OBJECTIVES

The objectives of the Association shall be identified with that of the New York Health Information Management Association, Inc., namely: to promote the art and science of health information management in the Rochester Region, through education, and to improve the quality of comprehensive health information services for the welfare of the public. No substantial part of the activities of the Association will be spent participating in political campaigns or attempts to influence legislation.

ARTICLE III
MEMBERS/MEMBERSHIP

The membership of this Association shall consist of members residing and/or employed in the Rochester region (which includes the counties of Allegany, Chemung, Livingston, Monroe, Ontario, Orleans, Schuyler, Seneca, Steuben, Wayne, and Yates), and any other dues paying member who resides or works outside of our service area.

Section 3.1: Types of Members

- RRHIMA shall have one or more types of members, as shall be determined by the Board of Directors.
- The membership of RRHIMA shall include Active NYHIMA Members, RRHIMA Dues Paying Members, Student Members, and Emeritus Members.

- An Active Member in good standing is a member of the Association who remains current on dues and payments for American Health Information Management Association (“AHIMA”), New York Health Information Management Association (“NYHIMA”), and RRHIMA.

Section 3.2: Active NYHIMA Members

- NYHIMA members assigned to RRHIMA shall be those qualifying individuals who support the purposes and mission of the NYHIMA and are willing to abide by the AHIMA Code of Ethics; apply for either Emeritus or Dues Paying membership in NYHIMA, and who timely pay the dues established by NYHIMA.
- A member in good standing in NYHIMA is automatically an Active NYHIMA Member in RRHIMA. Benefits consist of inclusion on email distribution list for education programs and events.

Section 3.3: RRHIMA Dues Paying Members

- RRHIMA Dues Paying Members shall be those qualifying individuals who support the purposes and mission of RRHIMA, apply for Dues Paying membership to RRHIMA, and who timely pay the dues established by RRHIMA.
- The Board of Directors shall have the right to deny or terminate the membership of any RRHIMA Dues Paying Member, or to deny access to or participation in the programs or services of RRHIMA, if such individual fails to meet the qualifications for membership or fails to pay dues on a timely basis.
- RRHIMA Dues Paying Members shall have the right to:
 - Vote on bylaw changes, as set forth in Section 7.1
 - Elect the Board of Directors of RRHIMA as set forth in Section 5.2.
 - Serve as an Officer Director of RRHIMA, as set forth in Sections 4.3.
 - Serve as a Committee chair or member.
- RRHIMA Dues Paying Members have access to the *Members Only* section on the RRHIMA website, inclusion on email distribution including job postings, reduced member pricing for educational programs, and free CEU’s associated with Special Interest Group (SIG) events.

Section 3.4: Student

- A student currently enrolled in a CAHIIM accredited or approved certificate or degree granting program who meets the qualifications set forth in these Bylaws is eligible for Student membership.
- A student may retain Student membership until graduation from that program, or for a maximum of four years or until registering for an AHIMA certification examination. After which the student shall be transferred to a RRHIMA Dues Paying membership.
- Student Members shall not have any voting privileges or be eligible to serve as an Officer or Director of RRHIMA.

Section 3.5: Emeritus

- In recognition of their service to the profession, AHIMA members that are age 65 and over are eligible for recognition as Emeritus Members in NYHIMA and RRHIMA and shall be eligible for senior member dues status.
- Emeritus Members in good standing shall have all membership privileges available to RRHIMA Dues Paying members, including the right to vote and hold office.

Section 3.6: Application for Dues Paying NYHIMA Membership

- Any person who wishes to become a member of NYHIMA shall complete an application for membership in NYHIMA on a form approved by the NYHIMA Board of Directors and shall be accompanied by the then applicable dues and fees for the relevant type of membership.

Section 3.7: Application for RRHIMA Dues Paying Members, Emeritus Members, and Students Members

- Any person who wishes to become a RRHIMA Dues Paying, Student, or Emeritus Member shall complete an application which is mailed or accessed online at the RRHIMA website and shall be accompanied by the then applicable dues and fees for the relevant type of membership.

Section 3.8: Failure to Pay Dues and Fees

- Active NYHIMA Members shall pay membership dues and fees to NYHIMA. RRHIMA Dues Paying Members shall pay membership dues to RRHIMA within thirty (30) days of their due date.
- Failure to pay timely dues and fees shall cause a member to cease being in good standing and may be grounds for expulsion from membership in RRHIMA under the procedures set forth in the RRHIMA Policy and Procedure Manual.

Section 3.9: Annual Meeting of the Members

- An annual meeting of the members shall be held each year in May at time and location as determined by the Board of Directors, for education on matters of relevance to the health information management profession and to RRHIMA, professional networking, and for the transaction of such other business as may come before the meeting.

Section 3.10: Quorum for Elections

- A quorum for any elections by the members shall consist of not less than twenty-five percent of the RRHIMA Dues Paying members voting in the form of an official electronic or written ballot in accordance with the RRHIMA Policy and Procedure Manual.

ARTICLE IV
BOARD OF DIRECTORS

Section 4.1: Duties

- The Board of Directors shall manage and control the business and affairs of this association and shall regularly report the activities of the association at the Board of Directors and Business meetings.

Section 4.2: Composition

- The Officers of this Association shall be President, President-Elect, Past President, Director of Communications, Director of Finance, Director of Education - first year term, Director of Education - second year term, and Director of Membership Engagement.

Section 4.3: Eligibility

- Only Active members in good standing shall be eligible to serve as a member of the Board of Directors. Nominees for President Elect must have prior service as a Board Officer or chair of a standing Committee and hold a valid AHIMA certificate/credential, which must be maintained throughout his/her term of office.

Section 4.4: Terms and Succession of Office

- Elected board members assume office on July 1, following the annual meeting at which their election is announced. Each officer shall hold office for one year except for the Director of Finance which is a two-year term, Director of Education – first year term, Director of Education - second year term, and President-Elect, which is a three-year term (President-Elect, President, Past President)

Section 4.5: Removal

- Any member of the Board of Directors may be removed, for cause, from office by the affirmative vote of two-thirds of the Board of Directors present at any meeting, at which a quorum is present, whenever, in their judgment, the best interest of the Association shall be served thereby.

Section 4.6: Vacancies

- In case of a vacancy of any office, it shall be filled for the unexpired term by appointment of the President with the approval of the remainder of the Board.

Section 4.7: Regular Meetings

- Board meetings are scheduled monthly, with a minimum of ten meetings per year (July-June), one of which is a Strategic Planning meeting. The president prepares and distributes a formal agenda ahead of each meeting. Meetings may be conducted face to face or by electronic means.

ARTICLE V **NOMINATIONS AND ELECTIONS**

Section 5.1: Nomination

- Nomination shall be sought by the Past President. Nominees for Director and President-Elect positions shall be Active Members in good standing. In addition, nominees for President Elect must have prior service as a Board Officer or chair of a standing Committee and hold a valid AHIMA certificate/credential, which if elected, must be maintained throughout his/her term of office.

Section 5.2: Voting and Election

- Voting shall be by provided ballot only. Elections shall be by plurality of the votes cast by at least a quorum (25%) of the Active Members in good standing. In cases of a tie, the election shall be decided by lot.

ARTICLE VI **MEMBERSHIP MEETINGS**

Section 6.1: Business Meetings

- A minimum of three Business meetings shall be held each year. Meetings may be conducted face to face or by electronic means.

Section 6.2:

- The majority of Active Members in good standing present at meetings shall be authorized to transact any business presented at a regular or special meeting of the Association.

ARTICLE VII **AMENDMENTS**

Section 7.1: Power and Voting

- The Bylaws of this Association may be amended at any regular Association meeting by a two-thirds vote of the RRHIMA dues paying Members in good standing present at that meeting, provided that due notice as provided in Section 7.3 is given and a quorum is present.

Section 7.2: Submission Procedure

- (a) These bylaws shall incorporate any provisions governing local associations as provided in the NYHIMA Bylaws and shall not conflict with any provisions thereof.
- (b) A proposal to amend the Bylaws may be initiated by the Board of Directors, Bylaws Director or any Dues Paying member in good standing. Any proposed amendment must be submitted in writing. The Board of Directors shall review each proposed bylaw amendment and prepare it for submission with explanatory comments or recommendations as the Board of Directors shall deem necessary and desirable. The Board of Directors may delegate such review and preparation to the Past President.
- (c) The Board of Directors (or the Past President) shall submit the proposed Bylaws amendment(s) and supporting documents to the NYHIMA Bylaws Committee for review and pre-approval. After such pre-approval, the proposed amendments shall be submitted to a vote of the Active Members in good standing at the next regular meeting for which notice can be given as provided in Section 7.3.

Section 7.3: Notice

- Notice of a RRHIMA pre-approved proposed amendment must be delivered to the membership at least (30) days prior to the meeting at which the proposed amendment is to be considered.
- Notification of such proposition shall be embodied in the call for the next regular meeting and written or electronic copies shall be available to members at the meeting at which the amendment is to be acted upon.

- Presentation of the proposed amendment shall include the text of the current Bylaws, text of the proposed alteration, text of the proposed new Bylaws, the comments and recommendations of the Board of Directors, if any.

Section 7.4: Effective Date.

- After due adoption by the Active Members in good standing as provided in Section 7.1 of these Bylaws, each amendment to the Bylaws should be submitted to the NYHIMA Bylaws Committee for final signature of compliance and shall become effective upon receipt by this Association of such final signature of, or at such later date as may be set forth in such amendment.

ARTICLE VIII

SPECIAL INTEREST GROUPS AND COMMITTEES

Section 8.1:

- A Special Interest Group (SIG) is a group interested in an area of specialization in the health information management field.
- The purpose of the SIG shall be to provide a forum for the exchange of information, plan and conduct educational programs for its specialty members, and serve as a specialty resource for RRHIMA and NYHIMA.
- A SIG shall not preempt the authority of the Board of Directors in any matter. SIG's shall present its objectives, plans of action, and procedures to the Board of Directors for approval.
- The Board of Directors, upon request, may establish or dissolve a SIG as needed, in accordance with the process set forth in the RRHIMA Policy and Procedure Manual.
- SIG facilitators will be (re)appointed annually by the Board of Directors.
- SIG facilitators must be Dues Paying or Emeritus members of the Association.

Section 8.2:

- Standing committees of the Association will be:
 - a. Membership
 - b Education
 - c. Strategic Planning

- Committees may be formed on an ad hoc basis for a defined period or effort as needed and determined by the Board of Directors.
- Chairs of committees must be Dues Paying or Emeritus members of the Association
- Chairs and members of committees will be appointed by the Board of Directors

ARTICLE IX **FINANCE**

Section 9.1 Fiscal Year:

- The fiscal year of this Association shall begin on July 1 and end on June 30.

Section 9.2: Dues:

- The dues for this Association shall be as follows:

RRHIMA Dues Paying Member - \$25.00

Student Member - No Fee

Member Emeritus - No Fee

Section 9.3 Expenditure of Funds:

- Control - The Finance Director shall sign all checks issued by this Association except for an emergency, in which, the President shall be authorized to sign.

ARTICLE X **DISSOLUTION**

In the event of dissolution, all the remaining assets and property of the Association shall after necessary expense be distributed to organizations that qualify under Section 501 (c) (3) of the Internal Revenue Code of Section 4958 of the Internal Revenue Code or corresponding provisions of any subsequent Federal Tax Laws or to the Federal Government or to the State or Local Government for a public purpose. No member or officer of the Association will be entitled to share in the distribution of any of the assets of the Association.

ARTICLE XI
DATES
HISTORICAL DATA

Adopted June 1965
Amended September 1968
Amended October 1970
Amended September 1972
Revised March 1974
Revised May 1978
Amended October 1980
Amended March 1981
Amended & Revised November 1982
Amended May 1984
Amended July 1986
Amended November 1987
Amended March 1988
Amended September 1990
Amended April 1991
Revised June 1992
Amended & Revised May 1995
Amended September 1997
Amended May 1999
Amended March 2000
Amended April 2003
Amended Feb 2004
Amended & Revised January 2006
Amended & Revised November 2007
Amended & Revised March 2010
Amended & Revised May 2018
Amended & Revised May 2019

Amended & Revised March 2020
Amended & Revised Jan 2021
Amended and Revised Jan 2023