



## STANDING RULES

Revised May 2009

### **MEMBERSHIP**

1. In accordance with the Affiliation Agreement between the American Health Information Management Association (AHIMA) and Maine Health Information Management Association (MeHIMA), all members of this Association must be members in good standing with AHIMA and must have selected Maine as their component state association (CSA).
2. AHIMA Core Membership privileges include (but are not limited to) the following:
  - an annual meeting of members;
  - continuing education programs related to HIM practice topics which includes coding;
  - an annual financial report to members;
  - ongoing member communications through the Maine Geographic Community of Practice (CoP);
  - recruitment and retention activities for HIM professionals;
  - legislative and regulatory advocacy.
3. MeHIMA additional membership privileges include (but are not limited to) the following:
  - at least two additional state meetings per year which provide continuing education credits;
  - discounts on MeHIMA meeting registration;
  - two to three Coding Roundtables per year;
  - free online access to MeHIMA Legislative manual;
  - exam fee reimbursement program;
  - access to MeHIMA website.
4. \$5.00 of each annual assessment to AHIMA and any designated voluntary donations shall be allocated to the Scholarship/Examination Fee Reimbursement fund.
5. The MeHIMA membership listing, as provided by AHIMA, and contact information shall not be given to non-members without prior approval of the Board of Directors.

### **OFFICERS**

1. Officers of this Association include the President, President-Elect, Secretary and Treasurer.
2. Officers are expected to attend scheduled Board of Directors' meetings and State meetings throughout the year.
3. There will be a discretionary fund for the President in the amount of \$100.00.
4. In the absence of the Treasurer, the President is authorized to sign checks. The checkbook will be made available by the Treasurer at all Association meetings at which the Treasurer will not be present.

5. A \$50.00 donation will be submitted to the FORE Foundation no later than June 30<sup>th</sup> of each year on behalf of the outgoing President. This is the responsibility of the Treasurer.

## **MEETINGS**

### AHIMA NATIONAL CONVENTION

1. The President shall be the lead delegate at the House of Delegates during the AHIMA National Convention, and the President-Elect shall serve as the first alternate. In the event the total membership warrants two delegates, the President-Elect shall serve as second delegate. The Past-President shall serve as alternate. In the event that the membership number warrants three delegates, the second year director shall serve as the third delegate. In the event that any of the above people cannot attend the convention, the board of directors will determine the alternate to serve as a delegate.
2. Within 30 days following his/her return from the AHIMA National Convention, the lead delegate must submit a written report to the Board of Directors (with an electronic copy of such report to the Chair of the Technology Committee to be posted on the Maine CoP) on his/her votes cast and the rationale for the votes at the House of Delegates.
3. MeHIMA shall sponsor the lead delegate's attendance at the House of Delegates and National Convention in the fall of each year. In the event that the total membership warrants more than one delegate, MeHIMA shall sponsor the additional delegate's attendance for the House of Delegates session only.
4. The lead delegate shall make his/her own economy class reservations, and reimbursement shall be limited to no more than six nights at double occupancy rate and \$40 per day on all other expenses for seven days. The second delegate shall make his/her own economy class reservations and reimbursement shall be limited to no more than two nights at double occupancy rate and \$40 per day on all other expenses for three days. Double occupancy is encouraged, but not required.
5. Each member attending a national conference whose expenses are reimbursed by MeHIMA will be required to provide feedback to the general membership on the information gathered at the conference.
6. Mileage at the rate of \$0.41 per mile shall be reimbursed to any MeHIMA member traveling more than 50 miles one way for an AHIMA sponsored event on behalf of MeHIMA.

### AHIMA LEADERSHIP CONFERENCE AND TEAM TALKS

1. MeHIMA shall sponsor the President and President-Elect's attendance at the Leadership Conference and Summer Team Talks. In the event that either Officer is unable to attend, the majority vote of the Board of Directors shall determine who shall attend on MeHIMA's behalf.
2. MeHIMA shall sponsor the President and President-Elect's attendance at the Winter Team Talks and Hill Day. In the event that either is unable to attend, the majority vote of the Board of Directors shall determine who will attend on MeHIMA's behalf.
3. The attendee(s) shall make his/her own economy class reservations, and reimbursement shall be limited to no more than three nights at double occupancy rate and \$40 per day on all other expenses for four days. Double occupancy is encouraged, but not required.
4. Mileage at the rate of \$0.41 per mile shall be reimbursed to any MeHIMA member traveling more than 50 miles one way for an AHIMA sponsored event on behalf of MeHIMA.

## STATE MEETINGS

1. There shall be at least three State Meetings per calendar year. In addition to an annual meeting there shall be at least two state educational meetings per calendar year.
2. There shall be a Business Meeting to conduct official business of the Association at each State Meeting. The Secretary shall post the prior Business Meeting minutes on the Maine Geographic Community of Practice (CoP) no less than 30 days prior to the next Business Meeting.
3. Registration fees for State Meetings are as follows:

Active Members (includes Board Members not listed below)	Discounted fees
Non-members	Full fees
Students	Nominal fee to cover cost of meals
President	Half price
Secretary	Half price
Treasurer	Half price
Program Committee Chair*	Active Member Fee (see below)
Data and Reimbursement Chair*	Active Member Fee(see below)
Public Relations & Recruitment Chair*	Active Member Fee (see below)
Members presenting an educational session	No charge

\*If a committee has co-chairs, both are allowed registration at no charge if the committee is directly involved in planning and preparing for the meeting. If the committee was not directly involved in planning and preparing for the meeting, the fee would be the usual active member discounted fee.

4. Responsibility for arrangements for the meetings of the Association will be with the Program and Arrangements Committee and the Data and Reimbursement Committee.

## **BOARD OF DIRECTORS**

1. The following individuals are voting members of the MeHIMA Board of Directors: President, President-Elect, Past President/Director, Treasurer, Secretary, First Year Director, Second Year Director, and Committee (Co) Chairs. Each officer and committee may cast one vote each.
2. Board members are expected to attend no less than 50% of the scheduled BOD meetings. Board members missing 3 or more BOD meetings will be recommended for forfeiture of their Board seat per MeHIMA Bylaws Article V, Section 7.
3. The Board of Directors shall meet four times each year (Winter, Spring, Annual and Fall). The Annual Meeting (typically held in late summer) is a Board/Planning Meeting.
4. The Spring Board of Directors meeting (typically held in May) shall be a joint meeting between outgoing and incoming Board members. Outgoing Officers and Chairs are responsible for turning over their procedure manuals to the incoming Officers and Chairs and for explaining thoroughly the duties of the office/committee and all current activities.
5. Board meetings will be held within 45 days prior to, but no less than one day before, the State meetings.
6. Minutes of the Board of Directors shall be posted on the Maine Board CoP no later than ten (10) business days after the meeting.

7. Names of annual award candidates must be submitted to the Board for consideration no later than the May Board of Directors Meeting. Criteria for awards will be reviewed annually by the Board of Directors.
8. Business which must be conducted by the Association before any scheduled Board, Board/Planning, or Business meeting may be conducted by electronic means. Only that business that is considered emergent may be so conducted. Business decisions made by AHIMA may also be considered for emergent consideration if they impact financially upon the Association.

Emergent business of the Association may be conducted at the President's discretion through a telephone and/or electronic poll.

- a. The President will attempt to contact all Board members by electronic means with a summary of the issue and a motion for consideration.
  - b. If there is no response within the established deadline, the President will telephone members for a response.
  - c. The President will tabulate all votes using Aye, Nay, no opinion and report the number of votes cast and note if a quorum was established. A quorum must be met for any decision to be binding.
  - d. The President shall communicate the results of the poll to the Board members as soon as the poll is completed.
  - e. All decisions made by such a vote must be ratified by the Board at the next Board Meeting and such results will be made a part of the minutes of the business of the Association.
9. The President shall provide a quarterly report to the membership.

## **COMMITTEES**

1. Committee chairs are appointed by the President-Elect no later than May 1<sup>st</sup>.
2. Committee chairs shall serve a term of one year, but may be re-appointed to serve consecutive terms.
3. Committees shall distribute an agenda and meeting announcement at least 10 business days prior to each meeting.
4. Committees shall provide members with copies of minutes within 10 business days of each meeting.
5. Committee Chairs shall submit goals and objectives to the Board of Directors at the Annual Board/Planning Meeting.
6. Committee Chairs are to establish and maintain annual budgets approved by the Board of Directors.
7. Committee Chairs shall submit reports to the Board of Directors (with an electronic copy of such report to the Technology Committee Chair) at each Board of Directors Meeting.
8. Committees will give verbal reports of Committee activity at each business meeting, highlighting the work of the Committee and also recruiting for new members.

## **FINANCE**

1. The incoming Treasurer and new Finance Committee will meet with the outgoing Treasurer within one (1) week of the close of the fiscal year to reconcile bank accounts and assess general finances. The President will also attend this meeting.

2. All pertinent financial materials and a supply of checks will be transferred to the incoming Treasurer prior to August 1 of the new fiscal year. Material needed for the year-end audit will be provided to the incoming Treasurer as soon as the audit is completed.
3. An external audit shall be performed each year and a report submitted to the Board of Directors.
4. All expenses must be submitted to the MeHIMA Treasurer using the approved MeHIMA expense voucher form. All vouchers must be accompanied by a receipt or other substantiating documentation.
5. In the event that a refund is requested, MeHIMA will only write the check to the order of the original paying source.
6. Deposits shall be forwarded to the Treasurer within 10 business days of receipt of the monies.
7. The net assets of the Association shall be no less than 40% of the total annual operating expense budget.
8. The President and President-elect may verbally approve emergency non-budget expenditures of less than \$500. All interim approvals must be submitted to the Board of Directors for their review at the next regular or called Board meeting.
9. Budget modifications of greater than \$500 must be approved by the Board of Directors at a regular scheduled or special meeting (including conference calls) at which a quorum is present.

#### **RECORD RETENTION AND CUSTODY**

1. All official financial records of MeHIMA, including financial statements, tax returns, cancelled checks, etc., should be retained for seven years with the Treasurer.
2. Articles of Incorporation and other historical documents (board meeting minutes) will be kept in permanent storage.
3. All other correspondence, brochures, technical papers, etc., need only be kept for two years.
4. Custody of financial records will remain with the Treasurer or in offsite storage. Custody of other committee records will be passed on to each incoming Chairperson.

#### **MEMBERSHIP LISTS**

MeHIMA does not release its membership list under any circumstances, with two exceptions:

1. Request from other CSAs.
2. Requests from AHIMA

Under no circumstances will MeHIMA release phone numbers or e-mail addresses of our members without prior approval from the members.

#### **REIMBURSEMENT FOR PHOTOCOPYING**

Presenters at MeHIMA meetings are encouraged to provide a copy of their handouts prior to the meeting so that a member of the Program and Arrangements Committee can photocopy these to include them in the meeting packets. If this is not possible and the speaker must photocopy the handouts him/herself prior to the meeting, MeHIMA will inform the speaker of the number of registered attendees and will reimburse the speaker at a cost

of 5 cents per page. This rule will also apply to MeHIMA members who photocopy required materials for any MeHIMA meeting. An invoice must be submitted to the Treasurer to include:

- 1) The current date
- 2) The name and date of the meeting
- 3) The exact number of photocopies made
- 4) The name, address and phone number of the person asking for reimbursement

#### **AMENDMENTS TO STANDING RULES**

1. These rules may be amended by majority vote of the Board of Directors.
2. All changes to these Standing Rules approved by the Board of Directors will be communicated to members at the next MeHIMA Business Meeting and will be posted to the Maine Geographic COP.