

## **SDHIA RULES & REGULATIONS**

*Approved by CHIA BOD: December 30, 2015*

*Ratified by Membership: January 2016*

### **I NAME**

- 1.1 The name of this Local Association shall be San Diego Health Information Association (hereinafter referred to as SDHIA), a component of the California Health Information Association, hereinafter referred to as CHIA.

### **II. PURPOSE AND GEOGRAPHIC BOUNDARIES**

- 2.1 The purpose of SDHIA is to promote the art and science of health information management and the improvement of the quality of comprehensive health information services for the welfare of the public in the area outlined under this section; provide leadership for the profession of health information management; promote and advance the profession of health information management and represent the interests of the members of the profession; contribute to the development of the highest possible levels of professionalism and performance by providing members with information, resources and leadership; contribute to the delivery of quality patient care and the protection of patients' rights with respect to health information; insure that the business practices of the association itself are planned and managed to achieve the goals of SDHIA and CHIA.
- 2.2 "The membership of SDHIA shall include those CHIA members who live or work in Imperial and San Diego counties, or who otherwise select (SDHIA) as their Component Local Association."

### **III. MEMBERS**

- 3.1 As defined in the Bylaws of CHIA, there shall be four (4) classes of membership within the SDHIA, i.e. Active, Student, Honorary, and Corporate.
- 3.2 No person may be a member in good standing of the SDHIA unless he/she is first a member in good standing of the American Health Information Management Association (AHIMA) and the California Health Information Association (CHIA).
- 3.3 Termination of Membership and Resignation, Reinstatement and Transfer of Membership shall be in accordance with CHIA Bylaws.

### **IV. MEETINGS OF MEMBERS**

- 4.1 Frequency and time of meetings shall be as follows: Meetings shall be held with sufficient frequency throughout the year to conduct Board and Association business and place shall be determined by the SDHIA Board of Directors.
- 4.2 Special meetings of the members may be called by the President, or by the Board of Directors and shall be called by the President upon the written request of not less than five percent (5%) of the Active members of the SDHIA.
- 4.3 Notice of the meeting will be sent to each member and shall give the place, date, and time of the meeting and shall provide the agenda. Notice shall be by personal delivery, by first-class mail, by telephone (including a voice messaging system), or by other system or

## **SDHIA RULES & REGULATIONS**

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technology designed to record and communicate messages (including facsimile, electronic mail, or other electronic means). Notice shall be sent at least ten (10) days prior to the meeting.

### **V. STATE REPRESENTATION (delegates to the CHIA House)**

5.1 The SDHIA shall be represented in the House of Delegates of CHIA in accordance with the CHIA Bylaws, Article IV.

5.2 To be considered as a Delegate candidate, the Active member must participate in a minimum of 35% SDHIA educational meetings within one calendar year. Only Active members in good standing shall be eligible to serve as delegates to CHIA. The President, President-elect and Past President shall be the first, second and third Delegates.

A. Nominations for additional delegates if needed shall be made by the Nominating / Credentials Committee from among the Active members in good standing as of December 31.

B. Election shall be by mail ballot of the Active members in good standing, according to Section 7.1A of these Rules and Regulations.

C. A plurality of the votes cast shall elect. Ties shall be decided by lot by the Nominations / Credentials Chair at the time of tabulation of the ballots. The one (1) receiving the next highest number of votes, but not elected, shall be the alternate(s), and shall serve if a delegate is unable to serve for any reason. When any of the elected delegates or alternates is not able to attend the CHIA House of Delegates, the SDHIA President may appoint a member of the SDHIA Board of Directors as the alternate.

D. The term of the CHIA delegates elected to represent SDHIA is one (1) year. The term will begin with the CHIA House of Delegates occurring in the same year in which the delegates are elected.

E. The names of elected delegates and alternates shall be submitted to the CHIA Executive Office at least sixty (60) days prior to the CHIA House of Delegates.

### **VI. BOARD OF DIRECTORS**

6.1 The Board of Directors of the SDHIA shall consist of a President, President-elect, Past President Director, Secretary and Treasurer. There shall be a standard term of office for SDHIA of one (1) year, except for the Treasurer shall be for two years.

6.2 The Board of Directors of the SDHIA shall be responsible for conducting the business and functions of this Component Local Association and shall be responsible to CHIA for fulfilling any requirements of CHIA.

6.3 The Board of Directors shall meet as often as necessary to conduct its business and strategic planning. Meetings shall be in person or via teleconference.

## **SDHIA RULES & REGULATIONS**

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- 6.4 Members of the Board of Directors shall receive notice of special meetings. The notice shall give the place, date, and time of the meeting and shall provide the agenda. Notice shall be by personal delivery, by first-class mail, by telephone (including a voice messaging system), or by other system or technology designed to record and communicate messages (including facsimile, electronic mail, or other electronic means). Notice shall be sent at least ten (10) (or insert other number) days prior to the meeting.
- 6.5 Quorum and Manner of Acting: A majority of the board of directors' members shall constitute a quorum. The act or vote of a majority of members present at a meeting at which a quorum is present shall be the act or vote of the Board of Directors, unless the act or vote of a greater number is required by these Rules and Regulations, by the CHIA Bylaws, parliamentary authority, or by law. Electronic mail may be used to make time sensitive decisions by the majority of Board members participating.
- 6.6 The SDHIA Past President Director shall serve on the CHIA Nominating Committee. If this individual is unable to fulfill these responsibilities, the Board of Directors will appoint another Active member to fill this position.
- 6.7 The SDHIA Board of Directors shall notify the CHIA Office not later than February 28 of its elected officers and delegates and who will be its representative to the CHIA Nominating Committee.

## **VII. OFFICERS**

- 7.1 The Qualifications and Election. Only Active members in good standing shall be eligible to serve as members of the Board of Directors. The President-Elect, President and Past President will be AHIMA-approved credential holders.
- A. Election of the Board of Directors of the SDHIA shall be by mail, *fax* ballot or any other electronic medium. Officers shall be elected by the plurality of votes cast by the Active members in good standing. Ballots with instructions for their use shall be placed in the mail to all Active members in good standing at least forty-five (45) days prior to the due date for announcement of election results. In order to be counted, a ballot must be returned to the Nominating/Credentials (Committee/function) at least fifteen (15) days prior to the due date for announcement of election results. Ballots may be returned via mail or fax or any other electronic means that will assure the integrity of the voting process, and as outlined in the SDHIA procedures. Ties shall be decided by lot by the Nominating / Credentials Chair at the time the ballots are tabulated. The date by which election results shall be announced will be the date established and announced by CHIA. The officers shall assume office July 1<sup>st</sup>.
- 7.2 Resignation, Vacancies, or Removal from the Board of Directors shall be as follows:
- A. In the event there is a vacancy in a Board of Director position, the SDHIA Board of Directors will appoint an active member to fill the unexpired term. Resignation should be in writing addressed to the SDHIA Board.
- 7.3 Any Director may be removed from Office with or without cause by a four-fifths (4/5) vote of Active members present at a regular or special membership meeting. Such meetings

## **SDHIA RULES & REGULATIONS**

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shall require written notice to all active members. The notice shall give the place, date, and time of the meeting and shall provide the agenda. Notice shall be by personal delivery, by first-class mail, by telephone (including a voice messaging system), or by other system or technology designed to record and communicate messages (including facsimile, electronic mail, or other electronic means). Notice shall be sent at least ten (10) days prior to the meeting.

- .A The Board of Directors may also declare vacant the Office of a Director who has been declared of unsound mind by a final order of a court, or been convicted of a felony, or been found by a final order of judgment of any court to have breached his or her duty as specified in Article 3 (commencing with Section 5230 of the California Corporations Code. In the event any one (1) or more of the Directors is/are so removed, new Director(s) may be elected at the same meeting to fill the unexpired term or terms of the Director(s) so removed.
  
- B A vacancy in the office of the President shall be filled by the President- elect. SDHIA shall follow CHIA Bylaws in the replacement of this position.
  
- C A vacancy in the Secretary and Treasurer shall be filled by the Board of Directors until the end of the term and next election
  
- 7.4 The duties of the members of the Board of Directors shall in general be in accordance with CHIA Bylaws.
  - A. The President shall preside at all meetings of the SDHIA and the SDHIA Board of Directors. The remaining duties of the President shall be set forth in the SDHIA Policy and Procedure Manual. The President shall carry on the official correspondence of the SDHIA. The President shall transmit the names of the elected delegates and alternate to the CHIA Executive Office at least sixty (60) days prior the to CHIA State Convention. The President shall be first delegate to the CHIA House of Delegates.
  
  - B. The President-elect shall serve as a member of the SDHIA Board of Directors, shall serve as an aide to the President, and shall become familiar with and be able to assume the duties and functions of the President in his/her absence, disability or inability to act. The President-elect shall automatically succeed to the office of the President after serving one (1) year as President-elect. The President-elect shall be the second Delegate to the *CHIA* House of Delegates and shall perform other duties as required, under the direction of the President and/or as assigned by the Board of Directors and as set forth in the *SDHIA* Policy and Procedure Manual.
  
  - C. The Secretary shall serve as a member of the SDHIA Board of Directors. The Secretary shall keep permanent records of the meetings of the SDHIA and the SDHIA Board of Directors, and shall submit them for approval at the next meeting of the respective group. The Secretary shall perform other duties as required, under the direction of the President and/or as assigned by the Board of Directors.
  
  - D. The Treasurer shall serve as a member of the SDHIA Board of Directors. The Treasurer shall be the custodian of and maintain an accurate record of and deposit all funds received

## **SDHIA RULES & REGULATIONS**

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and dispersed by the according to the methodology approved by the SDHIA Board of Directors. The Treasurer shall prepare and forward a monthly financial report to the President of the SDHIA, and also prepare and submit twice yearly the Treasurer's Report to CHIA Executive Office. The Treasurer shall perform other duties as required under the direction of the President and/or as assigned by the Board of Directors.

- E. Immediate Past President shall advise the President as necessary. The Past President shall serve as member of the Board of Directors. The Past President shall perform special duties as decided by the Board of Directors of the SDHIA and as set forth in the Policy and Procedure Manual.

### **VIII RECORDS RETENTION**

- 8.1 The Secretary shall electronically mail minutes of its meetings to CHIA. Records of the SDHIA Board of Directors meetings will be maintained by CHIA for ten (10) years.
- 8.2 The Treasurer shall keep records of treasury activities for the past five (5) current years, noting that the records of SDHIA Board of Directors meetings will be maintained by CHIA Executive Office.
- 8.3 The Chair of each Standing Committee shall give a report at each BOD business meetings of the activities for the current year to be recorded by the Secretary and shall keep records of their Standing Committee's minutes and activities for the current year and the previous year. .

### **IX. STANDING COMMITTEE FUNCTIONS**

- 9.1 The SDHIA shall have the following Standing Committees/functions and such other Special Committees as the Board of Directors may create.
  - 9.2 A majority of members of any Committee shall constitute a quorum. The act or vote of a majority of the Committee members present at meeting at which quorum is present shall constitute the act or vote of the Committee.
- A. Rules and Regulations. The Rules and Regulations Committee shall consist of a Chair and at least two (2) members appointed by the President. This Committee shall submit the Rules and Regulations of the Association and the revisions thereto to CHIA Bylaws Committee and the Board of Directors for approval prior to implementation.
  - B. Program/Continuing Education Committee. The Program Committee shall consist of a Chair who is the President-elect and may consist of two (2) members selected by the President-elect. The Committee shall be responsible for selecting and scheduling qualified speakers for required Continuing Education credit.
  - C. Nominating / Credentialing Committee. Shall be comprised of a Chair and at least two (2) other members, appointed annually by the President. The duties of this Committee shall be to prepare a list of nominees for the SDHIA officers and for delegates to the CHIA House of Delegates. The specific duties of this Committee shall be delineated in the Policy and Procedural Manual of SDHIA.

## **SDHIA RULES & REGULATIONS**

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D. Finance Committee: The Finance Committee shall consist of the Treasurer as Chair and at least four (4) other members appointed by the President. Their duty shall be to prepare and submit a budget for the upcoming fiscal year.

9.3 To be considered as a Committee Chair, the Active member must participate in a minimum of 35% SDHIA educational meetings within one calendar year. Only Active members in good standing shall be eligible to be appointed as Committee Chair. Student members, Honorary members, and Corporate designee members in good standing may be appointed as members of Committees.

### **X FINANCES**

10.1 The fiscal year of SDHIA shall be from July 1 of any year through June 30 of the following year.

10.2 The financial record of SDHIA shall be kept according to the methodology approved by the CHIA Board of Directors. The SDHIA Treasurer shall be responsible for submitting the financial records semi-annually to CHIA Executive Director for review. SDHIA shall submit the financial records by the announced deadline, or be held responsible for any costs incurred as a result of the delay.

#### **A. CHIA FINANCE GUIDELINES**

1. The Executive Director will sign on all SDHIA accounts, annually, with access to the funds.
2. SDHIA shall not permit telephone transfer of funds to any bank account.
3. SDHIA shall require two (2) signatures on checks in excess of an amount not to exceed \$1,000, as defined by the Board of Directors.
4. SDHIA shall require two (2) signatures on movement of funds in excess of \$1,000, as defined by the Board of Directors.
5. The Treasurer shall prepare and forward a monthly report to the President of SDHIA.
6. The Executive Director will prepare and finalize the bank confirmation forms for SDHIA annually.

#### **10.3 INCOME AND EXPENDITURE OF FUNDS**

- A. Control. No SDHIA officer, committee member, delegate or other member shall expend monies or contract for expenditure of monies except by authorization of the SDHIA Board of Directors. Documentation in the Board of Directors minutes must include the purpose of the expense and details regarding the intended use of the funds.
- B. Income and Expenses. Income and Expenses shall be documented as prescribed by the CHIA Chart of Accounts. [See above guidelines).
- C. Earnings. No part of the net earnings of the SDHIA shall be distributable to any officer or member of this Component Local Association, nor accrue to the benefit of any individual.
- D. Reimbursement. Reimbursement for approved expenses shall be mailed as soon as possible upon the receipt of the expense statement.
- E. Goal. The financial goal of SDHIA shall be to have cash assets equal to at least 50% of annual operational expense.

**SDHIA RULES & REGULATIONS**  
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**XI. PARLIAMENTARY AUTHORITY**

11.1 Except as otherwise provided in these Rules and Regulations and the CHIA Bylaws, all meetings of members, Board of Directors, or Committees of SDHIA shall be governed by the latest edition of Robert's Rules of Order.

**XII AMENDMENTS**

12.1 Prior to implementation, Rules and Regulations must be submitted to the CHIA Board of Directors for approval. Any changes or revisions must be submitted to the Chair of the CHIA Bylaws Committee and the CHIA Board of Directors for approval.

12.2 Amendments to these Rules and Regulations may be proposed by any Active member of the SDHIA, the Rules and Regulations Committee, or the Board of Directors. Proposed revisions will be posted on the CLA's webpage on the CHIA website for a minimum of twenty days. The SDHIA Board of Directors shall provide notice to the SDHIA members that the revisions are posted. This notice will be provided to members by blast e-mail and will also be published in the newsletter. The notice will advise the members that:

- A. The members may submit approval of or objections to the proposed revisions by e-mail to the Rules and Regulations Committee Chair.
- B. The revisions will be considered ratified as of seven (7) days following the end of the 20-day posting period unless substantial objections are raised by the members.
- C. The SDHIA Board of Directors will review the responses and consider changes as appropriate.
- D. The SDHIA Board of Directors will publish the final Rules and Regulations on the SDHIA webpage on the CHIA website

12.3 These Rules and Regulations shall conform with the provisions governing Component Local Associations as provided for in the CHIA Bylaws and in the CHIA Policy and Procedure Manual.

*Reviewed by the CHIA Board of Directors: December 30, 2015*