

# SACRAMENTO VALLEY HEALTH INFORMATION ASSOCIATION

## RULES AND REGULATIONS

Approved by *CHIA* Board of Directors: March 13, 2009

Ratified by *SVHIA* Membership: \_\_\_\_\_

### I. NAME:

1.1 The name of this Component Local Association shall be the Sacramento Valley Health Information Association (hereinafter referred to as *SVHIA*), a component of the California Health Information Association (hereinafter referred to as *CHIA*).

### II. PURPOSE AND GEOGRAPHIC BOUNDARIES:

2.1 The purpose of the *SVHIA* 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.

2.2 The membership of the *SVHIA* shall include those *CHIA* members who live or work in the following counties, or who otherwise select the *SVHIA* as their Component Local Association: Alpine, Amador, Butte, Calaveras, Colusa, El Dorado, Glenn, Lassen, Modoc, Nevada, Placer, Plumas, Sacramento, San Joaquin, Shasta, Sierra, Siskiyou, Stanislaus, Sutter, Tehama, Tuolumne, Yolo and Yuba.

### III. MEMBERS:

3.1 As defined by the Bylaws of the *CHIA*, there shall be four (4) classes of membership within the *SVHIA*, i.e. Active; Student; Honorary; and Corporate.

3.2 No person may be a member in good standing of the *SVHIA* unless he/she is first a member in good standing of the American Health Information Management Association (AHIMA) and the California Health Information Association.

3.4 Termination of Membership, Resignation, Reinstatement and Transfer of Membership and Expulsion shall be in accordance with *CHIA* Bylaws.

### IV. MEETING OF MEMBERS:

4.1 Frequency and time of meetings shall be as follows: At least twice per year, and as necessary to conduct business and to meet the educational and other membership needs. The time and place shall be determined by the *SVHIA* 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 *SVHIA*.

4.3 Notice shall give the place, date and time of the meeting and shall provide the agenda. Notice shall be sent 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 fourteen (14) calendar days prior to the meeting.

V. STATE REPRESENTATION: (Delegates to *CHIA* House)

5.1 The *SVHIA* shall be represented in the *CHIA* House of Delegates of the *CHIA* in accordance with the *CHIA* Bylaws Article IV . The number of *SVHIA* delegates is determined by the number of *SVHIA* members, in accordance with *CHIA* Bylaws, Article IV.

5.2 Only Active and Honorary members in good standing shall be eligible to serve as Delegates to the *CHIA*. The President shall be the first Delegate. The President-elect shall be the second Delegate.

A. Nominations for additional Delegates shall be made by the Nominating Committee from among Active members in good standing as of December 31.

B. Election shall be by mail ballot of the Active members and Honorary Members, as defined in *CHIA* Bylaws, in good standing.

C. The number of delegate nominees that appear on the ballot will be at least two (2) more than the number of delegates *SVHIA* is qualified to seat at the *CHIA* House of Delegates.

D. A plurality of the votes cast shall elect. Ties shall be decided by lot by the Nominating Committee Chair at the time of tabulation of the ballots. The candidates with the highest number of votes shall be the *SVHIA* Delegates. The other two (2) nominees shall be the alternates and shall serve if a delegate is unable to serve for any reason.

E. In the event an insufficient number of Delegates or alternates are available to attend the *CHIA* House of Delegates, the *SVHIA* President may appoint a member of the *SVHIA* Board of Directors as the Alternate.

F. The term of the *CHIA* delegates elected to represent *SVHIA* is one year. The term will begin with the *CHIA* House of Delegates occurring the year following the year in which the delegates are elected.

G. The names of the elected Delegates and alternates shall be submitted to *CHIA* Executive Office at least sixty (60) days prior to the *CHIA* State Convention.

## VI. BOARD OF DIRECTORS:

6.1 The Board of Directors of the *SVHIA* shall consist of:

- A. Officers: President, President-elect, Secretary, Treasurer, and Past President;
- B. Ex-officio members of the Board of Directors include *CHIA* Delegates, Committee Chairs: *SVHIA* Education Committee, *SVHIA* Nominating Committee, *SVHIA* Newsletter Editor, *CHIA* Nominating Committee, *SVHIA* Coding Roundtable, and Program Director at Cosumnes River College

6.2 The Officers shall be voting members of the Board. The Ex-officio members shall be non-voting members of the Board.

6.3 There shall be a standard term of office for this Association of one (1) year, with the exception of the Treasurer, who shall serve a term of two (2) years.

6.4 The Board of Directors of the *SVHIA* shall be responsible for the conduct of the business of this association and shall be responsible to the *CHIA* for the functions of the association and for fulfilling any requirements of the *CHIA*.

6.5 The Board of Directors shall meet as often as necessary but at least four (4) times per year. Meetings may be in person or by teleconference.

6.6 Members of the Board of Directors shall receive notice of special meetings. Notice shall give the place, date and time of the meeting and shall provide the agenda. Notice shall be sent by personal delivery, first class mail, 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 seven (7) calendar days prior to the meeting.

6.7 Quorum and Manner of Acting: A majority of the board of directors 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 & Regulations, by the *CHIA* Bylaws, parliamentary authority, or by law.

6.8 The *SVHIA* Board of Directors will appoint one (1) *SVHIA* member to serve on the *CHIA* Nominating Committee.

6.9 The *SVHIA* 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 and Honorary 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.

Election of the President-elect, Secretary and Treasurer of the *SVHIA* shall be by mail ballot. Officers shall be elected by the plurality of votes cast by Active members and Honorary members as defined in *CHIA* Bylaws Article III, in good standing. Ballots with instructions for their use shall be placed in the mail to all Active & eligible Honorary 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 Committee 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 *SVHIA* procedures. Ties shall be decided by lot by the Nominating 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:

In the event there is a vacancy in a Board of Director position, the *SVHIA* Board of Directors will appoint an Active member to fill the unexpired term.

7.3 Removal from Office:

A. 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 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.

B. 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 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 a Director is so removed, a new Director may be elected at the same meeting to fill the unexpired term or terms of the Director(s) so removed.

7.4 The duties of members of the Board of Directors shall in general be in accordance with the CHIA Bylaws:

A. The President shall preside at all meetings of the *SVHIA* and the *SVHIA* Board of Directors. The remaining duties of the President shall be as set forth in the *SVHIA* Policy and Procedure Manual. The President shall carry on the official correspondence of the *SVHIA*. The President shall transmit the names of the elected Delegates and Alternate to the *CHIA* Executive Office at least sixty (60) days prior to the *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 *SVHIA* 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 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 *SVHIA* Policy and Procedure Manual.

C. The Secretary shall serve as a member of the *SVHIA* Board of Directors. The Secretary shall keep permanent records of the meetings of the *SVHIA* and the *SVHIA* 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 *SVHIA* Board of Directors. The Treasurer shall be the custodian of and maintain an accurate record of and deposit all funds received and dispersed by the *SVHIA*, according to the methodology approved by the *SVHIA* Board of Directors. The Treasurer shall prepare and forward a monthly financial report to the President of the *SVHIA*. The Treasurer shall perform other duties as required under the direction of the President and/or as assigned by the Board of Directors.

E. The Immediate Past President\_ shall advise the President as necessary.

The Immediate Past President shall serve as member of the Board of Directors. The Immediate Past President shall perform special duties as decided by the Board of Directors of the *SVHIA* and as set forth in the Policy and Procedure Manual.

#### VIII. RECORD RETENTION

- 8.1 The Secretary shall keep permanent records of the *SVHIA* Board of Directors and *SVHIA*'s special meetings.
- 8.2 The Treasurer shall keep records of the treasury activities for five (5) years.
- 8.3 The Chair shall keep records of the Standing Committees' activities for the current year and the previous year.

#### IX. STANDING COMMITTEES/FUNCTIONS:

- 9.1 The *SVHIA* Board of Directors shall appoint/create committees and functions and such other Special Committees necessary to conduct the business of the association.
- 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.
- 9.3 Standing Committees/Functions are as follows:
- A. Rules and Regulations. The *SVHIA* Board of Directors shall be responsible for the review and revision of the *SVHIA* Rules and Regulations, including a review of all proposed amendments as outlined under Article XII of these Rules and Regulations.
- B. Education Committee. Shall be comprised of a Chair, two (2) other members, and an Officer from the BOD as an ex officio member. Other members shall serve one (1) year terms. The President shall appoint one (1) member for a two (2) year term who shall serve as the Chair for the second year of his/her term.
- The purpose of this Committee shall be to prepare and arrange educational programs and workshops designed to provide opportunities for furthering the education and broadening the scope of professionals employed in the health information profession and health information services' fields. The specific duties of this committee shall be delineated in the *SVHIA* Policy and Procedure Manual. The Chair shall serve as a member of the *SVHIA* Board of Directors.
- C. Nominating 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 **SVHIA** 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. The Chair shall serve as a member of the **SVHIA** Board of Directors.

9.4 Active members in good standing shall be eligible to be appointed as Committee Chair. Honorary members, Student members and Corporate designee members in good standing may be appointed as members of Committees.

X. FINANCE:

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

10.2 The financial records of the **SVHIA** shall be kept according to the methodology approved by the **CHIA** Board of Directors. (See guidelines below for handling bank accounts). The financial records shall be submitted semi-annually to the **CHIA** Executive Director for review. This Association must submit the financial records by the announced deadline, or the **SVHIA** will be held responsible for any costs incurred as a result of the delay.

A. FINANCE GUIDELINES:

1. The **CHIA** Executive Director will sign on all **SVHIA** financial accounts annually with access to the funds.
2. The **CHIA** Executive Director will prepare and finalize the bank confirmation forms for **SVHIA**, annually.
3. **SVHIA** shall not permit telephone or electronic transfer of funds to any non-**SVHIA** bank account.
4. A monthly financial report shall be prepared and forwarded to the President of **SVHIA**.
5. **SVHIA** shall require **SVHIA** BOD approval for checks in excess of \$500.
6. **SVHIA** shall require **SVHIA** BOD approval on movement of funds in excess of \$500.

10.3 INCOME AND EXPENDITURE OF FUNDS:

- A. Control. No **SVHIA** Officer, Committee, Delegate or other member

shall expend monies or contract for expenditure of monies except by authorization of the *SVHIA* 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.

C. Earnings. No part of the net earnings of the *SVHIA* shall be distributable to any Officer or member of this Component Local Association, *SVHIA*, nor accrue to the benefit of any individual.

D. Goal. The financial goal of the *SVHIA* shall be to have cash assets equal to at least one (1) times the annual operational expense.

#### XI. PARLIAMENTARY AUTHORITY:

11.1 Except as otherwise provided in these Rules and Regulations and the *CHIA* Bylaws, all meetings of the members, Board of Directors, or Committees of this Association 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 *SVHIA*, the Rules and Regulations Committee, or the Board of Directors. Proposed changes shall be approved by the *SVHIA* Board of Directors. Proposed revisions will be posted on the *CHIA* website for a minimum of 20 days. The *SVHIA* Board of Directors will provide notice to the *SVHIA* members that the revisions are posted. This notice will be provided to members by such means as Blast e-mails, and newsletters. The notice will advise the members that:

A. The members may submit approval and objections to the proposed revisions by sending emails, calling or writing the President or any member of the Board.

B. The revisions will be considered ratified 10 days following the initial 20 day posting period unless substantial objections are raised/received from the members.

C. The *SVHIA* Board of Directors will review the responses and consider change as appropriate.

D. The *SVHIA* Board of Directors will publish the final Rules and Regulations on the *CHIA* website under the *SVHIA* webpage.

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.