

# **Sacramento Valley Health Information Association**

## **Rules and Regulations**

**JULY 2016**

### *APPROVAL DATES*

*Approved by SVHIA Board of Directors: March 14, 2016*

*Approved by CHIA Board of Directors: March 19, 2016*

*Ratified by SVHIA Membership: July 1, 2016*

## **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 Local Association of the California Health Information Association, hereinafter referred to as CHIA.

## **II. Purpose and Geographic Boundaries**

2.1 The purpose of 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 outlines under this section.

2.2 The membership of SVHIA shall include those CHIA members who live or work in the counties of 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; and CHIA members who otherwise select the SVHIA as their Component Local Association. Reference: CHIA Bylaws, Article II

## **III. Members**

3.1 As defined in the Bylaws of CHIA, there shall be four (4) classes of membership within SVHIA: Active, Student, Honorary, and Corporate. Honorary members have the same rights and privileges as Active members. Reference to Active members hereafter shall include Honorary members. Reference: CHIA Bylaws, Article III.

3.2 No person may be a member in good standing of SVHIA unless he or she is also a member in good standing of the American Health Information Management Association (AHIMA) and CHIA.

3.3 Termination of membership, resignation, reinstatement and transfer of membership shall be in accordance with CHIA Bylaws.

#### **IV. Meetings Of Members**

4.1 Membership meetings shall be held as needed to conduct the business of the Association. The time and location of meetings shall be determined by the Board of Directors.

4.2 Special meetings of the membership may be called by the President or by the Board of Directors. The President shall also call special meetings of the membership upon the written request of not less than five percent (5%) of the Active members of SVHIA.

4.3 Notices of the meeting shall be sent to members at least ten days prior to a meeting and shall state the date, time and place of the meeting and shall include a meeting agenda. Notification shall be 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).

#### **V. State Representation to the CHIA House of Delegates**

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

5.2 Only Active and Honorary members in good standing shall be eligible to serve as delegates to the CHIA House of Delegates. The five SVHIA Board members shall serve as delegates. The President shall serve as First Delegate. The President Elect shall serve as the Second Delegate.

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

B. Election shall be by ballot of the Active and Honorary members in good standing in accordance with Section 7.2 of these Rules and Regulations.

C. The number of delegate nominees appearing on the ballot will be determined by the number of delegates SVHIA is qualified to seat at the CHIA House of Delegates. At least two more nominees than will be elected should be listed on the ballot. A plurality of votes cast shall elect. Ties shall be

decided by lot by the Nominating Committee at the time of tabulation of the ballots. The candidate receiving the next highest number of votes, but not elected, shall be designated first alternate and shall serve if a delegate is unable to serve for any reason; the candidate receiving the next highest number of votes, but not elected, shall be designated second alternate, and so on. When any of the elected delegates or alternates is not able to attend the CHIA House of Delegates, the President may appoint any Active or Honorary member of SVHIA as the alternate.

D. The term of the CHIA delegates elected to represent SVHIA is one (1) year. The term will begin July 1 after the month of the election results through June 30th the following year. Delegates shall attend the CHIA House of Delegates meeting in June of the calendar year during their term of their year of service as Delegates. Delegates must maintain their Active status during their year of service as a Delegate to remain eligible to attend the CHIA House of Delegates.

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

F. Delegates shall serve in an advisory capacity to the SVHIA Board of Directors. Advisory responsibilities may include: providing feedback to the Board on professional issues and proposals; recommending members for local and state offices, committees and awards; helping recruit future delegates; and recommending educational topics, speakers and meeting venues.

## **VI. Board of Directors**

6.1 The Board of Directors of SVHIA shall consist of;

A. Officers: President, President-Elect, Past-President, Secretary and Treasurer. A President-Elect shall be elected annually and shall serve terms of one (1) year each as President-Elect, President, and Past President Director. The Secretary and Treasurer roles will be elected. The Secretary shall serve a term of one (1) year. The Treasurer will serve a term of two (2) years.

6.2 The Board of Directors of SVHIA shall be responsible for conducting the business and functions of the SVHIA and shall be responsible to CHIA for fulfilling any requirements of CHIA.

6.3 The Board of Directors shall meet at least four times per year. Meetings may be in person or via teleconference. In accordance with California non-profit law, the Board shall not vote by email.

6.4 Members of the Board of Directors shall receive notice of special meetings. The notice shall be

sent to members at least ten days prior to a meeting and shall state the date, time and place of the meeting and shall include a meeting agenda. Notification shall be 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).

6.5 A majority of the board of directors (three directors) shall constitute a quorum. The act or vote of a majority of Board 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, CHIA Bylaws, parliamentary authority, or by law. In accordance with California non-profit law, the Board shall not vote by email.

6.6 The SVHIA Past President shall serve on the CHIA Nominating Committee. In the event that the immediate Past President is not able to serve, the SVHIA Board of Directors shall appoint one (1) SVHIA Active or Honorary member to serve on the CHIA Nominating Committee.

6.7 The SVHIA Board of Directors shall notify the CHIA Executive Office no later than February 28 of its elected officers, delegates and representative to the CHIA Nominating Committee.

## **VII. Officers**

7.1 Only Active and Honorary members in good standing shall be eligible to serve as a member of the SVHIA Board of Directors. The President-Elect, President and Past-President will be AHIMA-approved credential holders.

7.2 Election of the SVHIA Board of Directors shall be by ballot. Officers shall be elected by the plurality of votes cast by Active and Honorary members in good standing. Written or electronic ballots which ensure the integrity of the voting process, along with instructions for their use will be sent to all Active and Honorary members in good standing at least forty-five (45) days prior to the due date for the announcement of election results. Ballots must be returned to the Nominating Committee at least fifteen (15) days prior to the due date for announcement of elections results in order to be counted. Ballots may be returned by mail, fax, or other electronic means that can assure the integrity of the voting process. Ties shall be decided by lot at the time the ballots are tabulated by the Nominating Committee. The date by which the election results are announced shall be established by the CHIA. Officers shall assume office on the first day of July (July 1st) annually.

7.3 Resignations, vacancies, or removal from the Board of Director shall be as follows:

A. Resignations should be in writing and addressed to the SVHIA Board of Directors. The President, in consultation with the Board, shall determine if a replacement is required based on the duties remaining to be performed and the time remaining on the vacancy. If it is determined that a replacement is not essential, the President may choose not to fill the vacancy. If it is determined that a replacement is required, the SVHIA Board of Directors shall appoint an Active or Honorary member to fill the unexpired term.

B. In the event of death, resignation or disqualification of the President, the President-Elect then in office will assume the title and duties of President.

C. In the event of death, resignation or disqualification of the President-Elect, the SVHIA Board of Directors shall appoint an Active or Honorary member to fill the unexpired term of the President -Elect or shall fill the position by a general election." Reference: CHIA Bylaws VI

7.4 Any Director may be removed from Office with or without cause by four-fifths (4/5) vote of the Active members present at a regular or special membership meeting. Such meetings shall require written notice to all Active members. Notice of the meeting shall state the date, time and place of the meeting and shall include a meeting agenda. Notification shall be by personal delivery, first-class mail, telephone (including a voice messaging system) or my 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. The Liaison to the CHIA Board should also be invited to attend the meeting, but without a vote.

7.5 The Board of Directors may declare vacant the Office of a Director who has been convicted of a felony, declared of unsound mind by a final order of a court, or been convicted of a felony, or found by a final order of judgment to have breached his or her duty as specified in Article 3, (commencing with Section 5230) of the California Corporation Code. In the event any one or more of the Directors is/are so removed, a new Director(s) may be elected at the same meeting to fill the unexpired term of the Director(s) so removed.

7.6 The duties of the officers of the Association shall in general be in accordance with CHIA Bylaws.

A. President. The President shall preside at SVHIA membership meetings and at SVHIA Board of Directors meetings. The President shall conduct the official correspondence of SVHIA. The President shall transmit the names of the elected delegates and alternate(s) to the CHIA Executive Office at least sixty (60) days prior to the CHIA State Convention and shall also serve as the First Delegate of the SVHIA delegation to the CHIA House of Delegates. The President shall perform such other duties as may be set forth in SVHIA policies and procedures.

B. President-elect. The President-elect shall serve as a member of the SVHIA Board of Directors. The President-elect shall also serve as an aide to the President and shall become familiar with the duties and functions of the President. The President-elect shall assume the duties of the President in the event of his or her absence, disability, or inability to act. The President-elect shall automatically succeed to the office of President after serving one (1) year as President-elect. The President-elect shall serve as the Second Delegate of the SVHIA delegation to the CHIA House of Delegates. The President-elect shall perform such other duties as required under the direction of the President, as assigned by the Board of Directors, or as set forth in SVHIA policies and procedures.

C. Secretary. The Secretary shall serve as a member of the SVHIA Board of Directors. The Secretary shall keep a permanent record of SVHIA membership meetings and SVHIA Board of Directors meetings and shall submit minutes of meetings for approval at the next meeting of the respective group. The Secretary shall perform other duties as required under the direction of the President or as assigned by the Board of Directors.

D. Treasurer. The Treasurer shall serve as a member of the SVHIA Board of Directors. The Treasurer is the custodian of the Association's funds and, as such, shall maintain an accurate record of all moneys received and dispersed by the SVHIA in accordance with the methodology approved by the SVHIA Board of Directors. The Treasurer shall prepare and forward monthly financial reports to the SVHIA President. The Treasurer shall perform other duties as required under the direction of the President or as assigned by the Board of Directors. See also Article X: Finances

E. Past President. The immediate Past President shall serve as member of the Board of Directors and shall advise the President as necessary. The Past President shall also serve as the SVHIA representative on the CHIA Nominating Committee unless alternate is selected. The Past President shall perform such others duties as assigned by the SVHIA Board of Directors.

## **VIII. Records Retention**

8.1 The Secretary shall keep records of the SVHIA Board of Directors meetings for two (2) years. The Secretary shall electronically submit minutes of each SVHIA Board of Directors meeting to the SVHIA President who will submit them to the CHIA Executive Office. Records of the SVHIA Board of Directors meetings shall be retained by the CHIA for ten (10) years.

8.2 The Treasurer shall keep financial records of the Association for two (2) years. The Treasurer shall electronically submit the financial records to the SVHIA President and the CHIA Executive Office. The CHIA keeps the financial records of SVHIA for ten (10) years.

8.3 The Chair of each Standing Committee shall keep records of their Standing Committee's activities for the current year and the previous year. Reports of standing committee activities shall be made part of Board of Directors meeting minutes.

## **IX. Standing Committee Functions**

9.1 SVHIA shall have the following Standing Committees: Rules and Regulations, Program, Nominating and Finance. The Board of Directors may establish such other Special Committees as may be deemed desirable.

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 a meeting at which a quorum is present shall constitute the act or vote of the Committee.

9.3 Rules and Regulations Committee. The Rules and Regulations Committee shall consist of at least two (2) members. The Past President shall serve as Chair. The Chair shall serve a one (1) year term. The Committee 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 the SVHIA Rules and Regulations. Note: The SVHIA Board of Directors, acting as a Committee-of-the-Whole, may carry out the functions of this Committee. Also see Article XII below.

9.4 Program Committee. The Program Committee shall consist of a least three (3) members, one (1) of whom is appointed each year by the President for a 2-year term. The Chair shall be appointed annually by the President and shall serve for one (1) year. The Chair may, at his/her discretion and with the approval of the President; select additional members to serve on the Committee. The President-Elect is an ex-officio member of the Committee. The Committee shall plan and organize educational programs designed to provide continuing education opportunities for members and others employed in the health information management field. The Committee may perform other such tasks as the President or the SVHIA Board of Directors may direct of as may be set forth in the SVHIA policies and procedures.

9.5 Nominating Committee. The Nominating Committee shall consist of a Chair and at least two (2) other members appointed annually by the President. The immediate SVHIA Past President shall serve as the Committee Chair unless alternate is appointed. The duties of the Committee shall be to prepare a list of nominees for the SVHIA officers and for delegates to the CHIA House of Delegates. The Committee Chair shall provide the list of nominees to the SVHIA President for submission to the CHIA Executive Director. The Committee shall obtain candidate bios (including credentials and relevant experience) from each nominee to be listed on the ballot. The Committee shall perform other duties as may be set forth by SVHIA policies and procedures.

9.6 Finance Committee. The Finance Committee shall be a sub-committee of the Board of Directors and shall consist of the President-elect, Past-President, and the Treasurer. The President-Elect shall serve as the Chair. The duties of the Committee shall include long and short range financial planning and preparation of the annual budget for the Association.

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

## **X. Finances**

10.1 The fiscal year of this Association shall begin the first day of July (July 1st) annually and shall end on the thirtieth day of June (June 30th) the following year.

10.2 The financial records of the Association shall be kept in accordance with the methodology approved by the CHIA Board of Directors. 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 this Association will be held responsible for any costs incurred as a result of the delay.

### CHIA FINANCE GUIDELINES

- A. The Executive Director of CHIA shall sign all SVHIA financial accounts annually and shall have access to account funds.
- B. The Executive Director of CHIA shall prepare and finalize the bank confirmation forms of the SVHIA annually.
- C. SVHIA shall not permit telephone transfer of funds to any bank account.
- D. A monthly financial report shall be prepared and forwarded to the President of SVHIA.
- E. SVHIA shall require two (2) signatures for checks in excess of one thousand dollars (\$1,000) as defined by the Board of Directors.
- F. SVHIA shall require two (2) signatures approvals for the transfer of funds in excess of one thousand dollars (\$1,000) as defined by the Board of Directors.



10.3. INCOME AND EXPENDITURE OF FUNDS. Reference: CHIA Bylaws, Section 10.3.

A. Control. No officer, committee member, delegate or member of SVHIA shall expend or contract for the expenditure of monies of the Association except as authorized by the SVHIA Board of Directors. Documentation in the minutes of the SVHIA Board of Directors shall include the purpose of the expense and details of the intended use of the funds.

B. Income and Expenses. Income and expenses shall be documented in accordance with the CHIA Chart of Accounts. Registration fees for SVHIA sponsored events shall be waived for members of the SVHIA Board of Directors. Other expenses of the Board of Directors and committee members may be reimbursed in accordance with policy and SVHIA Board of Directors approval. Registration fees for SVHIA sponsored programs shall be waived for the Program Committee Chairs and for committee members helping organize the program. Healthcare facilities hosting a SVHIA sponsored program may be offered up to two complimentary registrations.

C. Earnings. No part of the net earnings of SVHIA shall be distributed to any officer or member of the SVHIA, or to the benefit of any other individual.

D. Reimbursement. Reimbursement of approved expenses shall be mailed within two weeks (10 business days) of receipt of the expense statement

E. Financial Goal. The financial goal of SVHIA shall be to have cash assets equal to one (1) times the annual operational expenses of the Association.

## **XI. Parliamentary Authority**

11.1 Except as otherwise provided in these Rules and Regulations and CHIA Bylaws; all Board of Directors, committee and membership meetings of this Association shall be governed by the latest edition of Robert's Rules of Order. Reference: CHIA Bylaws, Article XIII.

## **XII. Amendments**

12.1 The Rules and Regulations of the Association shall be submitted to the CHIA Board of Directors for approval prior to implementation. Changes or revisions shall be submitted to the CHIA Board of Directors for approval.

12.2 Amendments or revisions to SVHIA Rules and Regulations may be proposed by any Active member of the Association, the Rules and Regulations Committee, or the Board of Directors. Proposed amendments or revisions which conform to the CHIA CLA Rules and Regulations template should be submitted directly to the SVHIA Board of Directors for approval and to the SVHIA membership for ratification. Proposed amendments or revisions which do not conform with the current CHIA CLA Rules and Regulations template must be submitted to the CHIA Board of Directors for approval prior to implementation.

12.3 Proposed revisions shall be posted on the SVHIA webpage on the CHIA website for a minimum of twenty (20) business days. The SVHIA Board of Directors shall provide notice to SVHIA members that the revisions have been posted. The notice will be sent to members by blast e-mail, U.S. mail, telephone, voice messaging, facsimile, publishing in SVHIA newsletter or by other accepted means designed to record and communicate messages.

A. The notice shall advise members that members may submit approval of or objections to proposed revisions by e-mail to the President or to the Chair of the Rules and Regulations Committee.

B. Revisions shall be considered ratified 30 days following the end of the 20 day posting period unless substantial objections are raised by the membership.

C. The SVHIA Board of Directors shall review the responses and consider changes as appropriate.

D. The SVHIA Board of Directors shall publish the final Rules and Regulations of the Association on the SVHIA webpage of the CHIA website.

12.4 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.