

BYLAWS OF THE  
TENNESSEE HEALTH INFORMATION MANAGEMENT ASSOCIATION

ARTICLE I

NAME

The name of this component state association of the American Health Information Management Association (AHIMA) shall be known as the Tennessee Health Information Management Association (THIMA).

ARTICLE II

PURPOSE

The purpose of THIMA is to commit to excellence in the management of health information for the benefit of patients and providers.

ARTICLE III

MEMBERSHIP

Section 1. Composition.

The membership of THIMA shall be divided into three (3) classes:

- a. Active
- b. Student
- c. Honorary

Section 2. Active.

The active members of THIMA shall be composed of the active members of AHIMA who select THIMA as their component state association. Active members in good standing shall be entitled to all membership privileges including the right to vote, to hold office, to serve as a member of the Board of Directors, Committee Chairman, Committee member, or delegate to AHIMA.

Section 3. Student.

Any individual who holds student membership in AHIMA and who is formally enrolled in an AHIMA accredited or approved program who selects THIMA as their component state association. A student may retain this class of membership until the first qualifying examination for which he or she is eligible, after which time he or she shall be transferred to active or associate membership based on the results of the examination. A student member shall be entitled to attend business and educational meetings of THIMA without payment of a registration fee. A student member shall have all rights and privileges of membership, including that of serving on committees in designated student positions with voice but no vote. They shall not be entitled to other voting privileges, hold office, or serve as delegates.

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Section 4. Honorary.

Any person who is an honorary member of THIMA as of the date of adoption of these bylaws and any member who received honorary membership in AHIMA and resides in the state of Tennessee shall be an honorary member of THIMA. These members shall be exempt from dues, shall possess none of the rights and privileges of other classes of membership and shall have no right, title, or interest in any property of THIMA. An honorary member may hold no other class of membership in THIMA.

Section 5. Application.

A. Application for active, associate, and student membership shall be in writing on the approved form provided by AHIMA and shall be sent by the applicant directly to the Executive Director of AHIMA. Total amount of dues as provided by the Bylaws of AHIMA shall accompany the application. Transfer of membership from another state shall be automatic when notice of such transfer is received from the Executive Director of AHIMA.

B. Application for corporate membership shall be made directly to the Executive Director of THIMA.

Section 6. Resignation, Forfeiture, Expulsion, or Reinstatement.

Membership in THIMA shall be automatically canceled or reinstated upon notice from the Executive Director of AHIMA and provided in the AHIMA Bylaws.

Section 7. Cessation of Property Interest.

No part of the net earnings of THIMA shall inure to the benefit of any private member or individual, and all right, title, and interest, both legal and equitable, or a member in and to the property of THIMA shall cease in the event of either of the following:

- a. His resignation or death
- b. Forfeiture of membership or expulsion

ARTICLE IV

OFFICERS AND DIRECTORS

Section 1.

The officers of THIMA shall be a President and a President-Elect. Each Officer shall hold office for one (1) year or until his successor has been elected. The President-elect, President, and Past-President will be AHIMA-approved credential holders.

Section 2. Director.

There shall be nine (9) Directors. The retiring President shall automatically become a Director for two (2) years. The other seven (7) Directors shall be the presiding Presidents of the seven (7) component local associations.

Section 3. Eligibility.

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Only active members in good standing shall be eligible to hold office or to serve as Directors. To be eligible for the office of President-Elect, a member must have had previous service on the Board of Directors or have served as chairman or member of a committee within the past five (5) years.

Section 4. Nominations.

Nominations shall be made by a Nominating Committee as provided for in Article VIII, Section 6.

Section 5. Elections.

Election shall be by a plurality of the votes cast by the active members in good standing. In cases of a tie, the election shall be decided by lot.

Voting shall be accomplished electronically and/or by mail. Ballots with instructions for their use shall be distributed to all active members at least thirty (30) days prior to the Annual Meeting. In order to be counted, a ballot must be returned to the Nominating Committee, and must be received at least fifteen (15) days before the Annual Meeting. Ballots received after the deadline shall be destroyed, unopened. The results of the election shall be announced at the Annual Meeting. Officers and Directors shall assume office on July 1, following the Annual Meeting, with the President-Elect for the year preceding assuming the office of President.

Section 6. Vacancies.

In case of the death, incapacity, or resignation of any Officer or Director during his term of office, the vacancy shall be filled by vote of the Board of Directors.

Any Officer or Director may resign at any time by submitting written resignation to the Board of Directors.

ARTICLE V

DUTIES OF OFFICERS

Section 1.

The duties of the Officers shall be as specified in these Bylaws, the latest edition of Robert's Rules of Order, and such standing rules as shall be adopted by or as specified in the Bylaws and Standing Rules of AHIMA.

Section 2. President.

The President shall become familiar with the Procedures for Component State Associations established by AHIMA and be guided by these procedures in directing the activities of officers and committees. He shall preside at all meetings of THIMA and Board of Directors, and appoint, with the approval of the Board of Directors, project managers and standing and special committees, except as otherwise provided in these Bylaws. He shall appoint a Parliamentarian. Whenever the business of THIMA

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warrants, the President shall call special meetings with the approval of the Board of Directors. The President shall be responsible for seeing that the names of the elected delegates are submitted to the Executive Director of AHIMA in the manner and by the date stipulated by AHIMA. President shall be a delegate to the AHIMA House of Delegates.

Section 3. President-Elect

The President-Elect shall serve as an aide to the President and shall assume the duties of the President in his absence or his inability to act. The President-Elect shall be, ex-officio, a member of all committees except the Nominating Committee in preparation for his tenure as President. The President-Elect shall serve as a liaison between all component local associations. The President-Elect shall appoint the chairman of the Nominating Committee. The President-Elect shall be a delegate to the AHIMA House of Delegates.

ARTICLE VI

MEETINGS

Section 1.

There shall be a meeting held in conjunction with the Tennessee Hospital Association. The Annual Meeting will be held near the end of the association year, just prior to the installation of new officers on July 1.

Section 2.

The voting body shall be the active members in good standing.

Section 3.

In the event of a national emergency or other circumstances prohibiting the holding of a meeting, the Board of Directors may cancel the meeting. Prompt notice shall be given to all members of THIMA.

Section 4.

The official call to any membership meeting shall be by written notice.

Section 5.

Special meetings may be called by the President or by a majority of the Board of Directors. Five (5) days' notice shall be given of a special meeting. The purpose of the meeting shall be stated in the call, and no other business may be transacted.

Section 6.

Fifty-one percent (51%) of the active members registered for the Annual Meeting shall constitute a quorum for the transaction of business at the Annual Business Meeting.

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ARTICLE VII

BOARD OF DIRECTORS

Section 1. Composition.

There shall be a Board of Directors composed of the officers and directors of THIMA. The Board of Directors shall carry out the business of THIMA between meetings of THIMA and shall report through the President at all membership meetings.

Section 2. Powers and Duties

The Board of Directors shall be responsible for development of policies, establishment of goals, long range planning, and surveillance of the affairs and funds of THIMA. It shall:

- a. Ensure that the issue of bonding of the Executive Director will be addressed in the contract with the Executive Director.
- b. Provide a review of the financial accounts.
- c. Approve depository for THIMA funds.
- d. Approve annual budget as presented by the Budget and Finance Committee.
- e. Approve committee appointments and project managers.
- f. Fill vacancies in office.
- g. Submit nominees for AHIMA Nominating Committee.

Section 3. Meetings

The Board of Directors shall meet four (4) times each year, and on call of the President as such times as may be deemed advisable during the year. Five (5) days notice shall be given.

Section 4. Business by Mail.

Matters requiring action between meetings of the Board of Directors, which in the opinion of the President do not warrant a called meeting, may be decided by mail vote. All such action shall be ratified at the next meeting.

Section 5. Quorum.

A majority of the members shall constitute a quorum.

Section 6. Executive Director.

The Board of Directors shall employ an Executive Director to serve the association as directed, including but not limited to the secretarial and financial accounting functions of the association. He/she shall be a member of the Board of Directors without vote.

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ARTICLE VIII

COMMITTEES AND PROJECT MANAGERS

Section 1.

Committees will be established by the Board of Directors as needed, with the exception of the Nominating Committee and budget and Finance Committee, which will be standing committees.

Section 2. The Nominating Committee

The Nominating Committee shall consist of five (5) members. The President-Elect shall appoint the Chairman. Four (4) members shall be elected on the official ballot by the active members in good standing. Each year prior to the preparation of the ballot, each Component Local Association may submit one nomination for the next Nominating Committee.

The Committee shall be responsible for considering the qualifications of all candidates proposed for the ballot by individual members, Component Local Associations, and by members of the Nominating Committee. Names submitted for consideration shall be accompanied by a resume of qualifications.

The Committee shall prepare a list of nominees, two (2) or more for each office and the appropriate number of delegates, at least double the number designated to be elected. The Committee shall include on the ballot the nominees for members of the next Nominating Committee which have been submitted by Component Local Associations.

The Committee shall prepare and mail to each active member in good standing the ballot with the nominees and summaries of each nominee. A plurality vote shall elect.

THIMA's nomination to the AHIMA Nominating Committee shall be selected by the Board of Directors and be submitted as directed in the AHIMA Bylaws.

Section 3. The Budget and Finance Committee.

The Budget and Finance Committee shall consist of the Executive Director, President-Elect, President, and immediate Past President. The Executive Director shall serve as Chairman. The Committee shall be responsible for preparing a proposed budget to be presented to the Board of Directors for approval prior to the end of the current fiscal year.

Section 4. Project Managers.

The President will appoint Project Managers as necessary to carry out the goals and objectives of the Association under the direction of the Board of Directors.

Section 5. Quorum.

A majority of the members of any committee shall constitute a quorum.

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ARTICLE IX

FINANCE

Section 1.

The fiscal year for THIMA shall be July 1 through June 30.

Section 2. Dues.

a. Dues for active, associate, and student members shall be as provided in the AHIMA Bylaws and shall be paid by the member directly to the Executive Director of AHIMA. The state's portion of the dues is rebated to THIMA.

b. Dues of corporate members shall be determined annually by the Board of Directors and shall be paid directly to the Executive Director of THIMA. Dues shall be paid on a calendar year basis and shall be due on January 1.

ARTICLE X

REPRESENTATION

Section 1.

THIMA shall be represented in the AHIMA House of Delegates as provided in the AHIMA Bylaws.

Section 1. Qualification of Delegates.

Only active members in good standing shall be eligible to serve as delegates to the AHIMA House of Delegates. Delegates must have a minimum of three (3) years active experience in the Medical Record profession and must have served in one (1) of the following capacities in either THIMA or another Component State Association within the past three (3) years.

- a. Past President
- b. Former or Present Officer
- c. Former or Present Director
- d. Former or Present Local Component Association President
- e. Active Committee Chairman or Member

Section 3. Nomination and Election of Delegates.

The President, Past President, and President-Elect shall be the first, second, and third delegates respectively. (Proviso: Effective in 1979) Nomination for delegates shall be made as provided in Article VIII, Section 6 of these Bylaws. Election of delegates shall be conducted electronically and/or by mail ballots of the active members in good standing. The ballots shall indicate the membership classification of each nominee. A plurality vote shall elect. The one (1) receiving the next highest number of

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votes shall be called to serve as an alternate in case a delegate finds it impossible to serve during the two (2) years.

Section 4. Term of Office.

The term of delegates shall be two (2) years. Terms of delegates shall be staggered to maintain continuity in the House of Delegates and in the state delegation. No delegate may serve more than two (2) consecutive terms.

ARTICLE XI

COMPONENT LOCAL ASSOCIATIONS

Section 1.

Active, honorary, and student members of THIMA and other interested individuals form the Component Local Associations of THIMA. The boundaries of each Component Local Association should be consistent with the boundaries of the Associations of the Tennessee Hospital Association.

Section 2. Membership.

The membership of a Component Local Association shall be composed of four classes of THIMA members: active, affiliate, student, and honorary. Membership shall be in only one Component Local Association. The choice of Association membership shall be at the discretion of the individual member. Corporate membership is optional for each Association.

Section 3. Officers and Committee Chairmen.

The Officers of a Component Local Association shall be President, President-Elect, Secretary, Treasurer, and such other as is necessary to conduct the business of the Association. The Officers and Committee Chairmen shall be active registered or active accredited members in good standing. The terms of office shall correspond with THIMA's term of office.

Section 4. Representation.

Component Local Association Presidents shall represent the Local Association on the Board of Directors of THIMA as provided in Article IV, Section 2.

Section 5. Voting Body.

The voting body of a Component Local Association shall be limited to the active members in good standing.

Section 6. Dues.

A Component Local Association may determine in its own Bylaws the amount of Association dues.

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Section 7.

The Bylaws of each Component Local Association and all amendments shall be submitted for review to THIMA before they are submitted to the membership of the Component Local Associations for adoption. They shall incorporate the provisions governing Component Local Associations as provided in these Bylaws and shall not be in conflict with any provisions thereof. After adoption, they shall be submitted to the President of THIMA for final signature of approval.

ARTICLE XII

PARLIAMENTARY AUTHORITY

Where the Bylaws are silent, THIMA shall be governed by the latest edition of Robert's Rules of Order.

ARTICLE XIII

AMENDMENTS

These Bylaws may be amended at any regular meeting, or at a special meeting call for this purpose, by a two-thirds (2/3) vote of the active members, a quorum being present, provided that a copy of the proposed amendments has been sent to every member at least thirty (30) days before the meeting in which it is to be voted on. All proposed amendments shall be submitted to the membership for adoption.

These Bylaws shall automatically conform to any provisions of the AHIMA Bylaws affecting Component State Associations. Such provisions shall be binding upon THIMA when noted by the AHIMA House of Delegates, and shall be presented to the membership for formal adoption as amendments, at the first meeting following the AHIMA meeting.

Approved:     April, 2007