

**BYLAWS OF THE
WEST TENNESSEE HEALTH INFORMATION MANAGEMENT
ASSOCIATION**

ARTICLE I

NAME

The name of this organization shall be the West Tennessee Health Information Management Association (WTHIMA), a component of the Tennessee Health Information Management Association (THIMA) and of the American Health Information Management Association (AHIMA).

ARTICLE II

PURPOSE

The purpose of WTHIMA shall be to promote the art and science of Health Information Management through our commitment to excellence in the management of health information for the benefit of all patients and providers.

ARTICLE III

MEMBERSHIP

SECTION 1: COMPOSITION:

WTHIMA membership shall be divided into five (5) classes:

- ❖ Active
- ❖ Affiliate
- ❖ Student
- ❖ Honorary
- ❖ Corporate

SECTION 2: ACTIVE:

Active membership of WTHIMA shall be composed of the active members of AHIMA who choose Tennessee as their State Association. Active members in good standing shall be entitled to all membership privileges including the right to vote, to hold office, and/or to serve as a member of WTHIMA committees.

SECTION 3: AFFILIATE:

Affiliate membership of WTHIMA shall be composed of the affiliate members of AHIMA who choose Tennessee as their State Association. Affiliate members

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shall have all rights and privileges accorded this class of membership by THIMA/AHIMA. They shall be entitled to serve on committees with voice and vote, but they shall not be entitled to other voting privileges or hold office.

SECTION 4: STUDENT:

Any individual who holds a student membership in AHIMA and who is 1) 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 WTHIMA 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. Student membership does not entitle them to other voting privileges or to hold office.

SECTION 5: HONORARY:

Any person who is an honorary member of the WTHIMA as of the date of adoption of these bylaws and any member who received honorary membership in THIMA/AHIMA and resides in the state of Tennessee shall be an honorary member of WTHIMA. 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 WTHIMA. An honorary member may hold no other class of membership in WTHIMA.

SECTION 6: CORPORATE:

Corporate membership of the WTHIMA shall be composed of any corporation who is interested in supporting the purposes of the WTHIMA. The Corporation shall designate one representative who shall have the rights and privileges of membership, including that of serving on committees with voice and vote; however, they shall not be entitled to other voting privileges or hold office.

SECTION 7: APPLICATION OF MEMBERSHIP:

Application for active, associate and student membership shall be in writing on the approved form provided by WTHIMA. This form shall be sent by the applicant directly to the WTHIMA secretary. Evidence of dues payment as provided by the Bylaws of WTHIMA shall accompany the application. (Note: Unless other Association Bylaws carry this, one would have to apply for membership in that Association rather than membership be transferred).

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Application for corporate membership shall be in writing and made directly to the President of WTHIMA, with attachment of applicable dues.

SECTION 8: RESIGNATION, FORFEITURE, EXPULSION OR REINSTATEMENT:

Active, associate or student membership in WTHIMA shall be automatically canceled or reinstated upon notice from the Executive Committee of WTHIMA and provided in the WTHIMA/THIMA bylaws.

SECTION 9: CESSATION OF PROPERTY INTEREST:

No part of the net earnings of the WTHIMA 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 WTHIMA shall cease in the event of either of the following:

- ❖ Individual's resignation or death
- ❖ Forfeiture of membership or expulsion

ARTICLE IV

OFFICERS

SECTION 1: OFFICERS:

The officers and members of the Executive Committee of WTHIMA shall be a President, President-elect, Past President, Secretary, and Treasurer. Each officer shall hold office for one (1) year or until a successor has been elected or appointed, as necessary. The term of the office shall correspond with THIMA's term of office.

SECTION 2: NOMINATIONS:

Nominations shall be made by a Nominating Committee, as provided in Article VII, Section 5, of the WTHIMA bylaws.

SECTION 3: ELIGIBILITY:

Only active members in good standing shall be eligible to hold office.

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SECTION 4: ELECTIONS:

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

Voting may be by process of mail or electronic ballots. Ballots with instructions for their use shall be placed in the mail or sent via email to all active members no later than May 1st. In order to be counted, a ballot must be received no later than May 15th. Ballots received after the established deadline shall be destroyed or deleted, unopened. Ballots will be opened and counted by the Nominating Committee chairperson and at least one other member of the said committee. Results of the election shall be given to the current WTHIMA President who shall notify all candidates individually of the results prior to the June meeting. Newly elected WTHIMA Officers shall assume office at the close of the June meeting. The President-elect for the year preceding assumes the office of President.

SECTION 5: VACANCIES:

In the case of death, incapacity, or resignation of any officer during their term of office, the president or his/her designee shall call a special meeting within one (1) week for the purpose of electing said vacancy. Should a quorum not be met at the called meeting, the present officers shall appoint a member to fill said vacancy.

Any officer may resign at any time by submitting written resignation to the Executive Committee of WTHIMA.

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ARTICLE V**

DUTIES OF OFFICERS

SECTION 1:

The duties of the officers of WTHIMA shall be specified in these Bylaws and such standing rules as shall be adopted by this Association or as specified in the Bylaws of the THIMA. The Executive Committee of WTHIMA shall consist of: President, President-Elect, Past President, Secretary and Treasurer.

SECTION 2: PRESIDENT:

The President shall preside at all meetings of WTHIMA, appoint the Chairpersons of any standing and/or special committees and shall represent WTHIMA on the Board of Directors of THIMA. The President shall, whenever the business of WTHIMA warrants, call special meetings. The President shall appoint a member of WTHIMA to serve as ex-officio member of any state committee as requested by the President of THIMA.

SECTION 3: PRESIDENT-ELECT:

The President-elect shall perform all duties of the President in his or her absence or inability to act and shall be required to assist the functions of the other officers as requested, and shall serve as an aide to the President. The President-elect shall serve as Chairperson for the Nominating Committee and shall also be a member of the Budget and Finance Committee. The President-Elect shall execute the responsibility of maintaining the Bylaws of WTHIMA and submitting them annually to THIMA for approval.

SECTION 4: SECRETARY:

The Secretary shall carry on the official correspondence of WTHIMA under the direction of the President. The Secretary shall keep a permanent record of the meetings of the Association and shall submit them for approval at the next meeting of the Association. The Secretary shall have custody of all records belonging to the Association, not otherwise provided for, and shall deliver to his/her successor, within one month following election, all Association records in his/her possession. The Secretary shall be responsible for notifying WTHIMA members of all Association meetings. These notifications may be in the form of mailed or emailed correspondence and should be distributed at least ten (10) days prior to the scheduled meeting. These meeting notifications should inform WTHIMA members of the date, time, place and educational opportunity, if

SECTION 4: SECRETARY: (Continued)

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applicable, of the scheduled meeting. The Association Secretary shall also fulfill the role of Newsletter Editor for WTHIMA and submit articles for the THIMA quarterly newsletter publications as requested or required from the THIMA Newsletter Editor.

SECTION 5: TREASURER:

The Treasurer shall be the custodian of the funds of WTHIMA. The Association Treasurer shall maintain an accounting of all financial transactions of WTHIMA and shall make regular Treasurer reports at each scheduled Association meeting and/or as required by the President. The Treasurer shall also submit an annual report of financial business for WTHIMA to the Association membership at the last regularly scheduled Association meeting of their tenure. The Treasurer shall be a member of the Budget and Finance Committee.

ARTICLE VI

MEETINGS

SECTION 1: SCHEDULED MEETINGS:

WTHIMA meetings shall be held, at a minimum, on a quarterly basis.

SECTION 2: VOTING BODY:

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

SECTION 3: MEETING CANCELLATIONS:

In the event of a national emergency or other circumstances prohibiting the holding of a meeting, the Association President, in coordination with the Executive Committee, may cancel the meeting.

SECTION 4: MEETING NOTIFICATIONS:

The official call to any membership meeting shall be either by mailed or emailed notice.

SECTION 5: SPECIAL CALLED MEETINGS:

Special meetings may be called by the President or by a majority vote of the

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Executive Committee. Five (5) days' notice shall be given of a special meeting. The purpose of the special meeting shall be stated in the call, and no other business may be transacted.

SECTION 6: QUORUM:

Fifty-one (51%) of the active members in attendance for the business meeting shall constitute a quorum for the transaction of business.

ARTICLE VII

COMMITTEES

SECTION 1: STANDING COMMITTEES:

The following standing committees of WTHIMA shall exist with the committee chairpersons being appointed by the Executive Committee, unless otherwise provided by these bylaws: (volunteers for committees are encouraged) (Note: there are at least two times when the Chair is stated in the bylaws or appointed by the President)

- ❖ Executive Committee
 - Composed of WTHIMA elected officers
- ❖ Budget and Finance Committee
- ❖ Program/Education Committee
- ❖ Nominating Committee

Special committees or project teams may be appointed by the Executive Committee as necessary to execute Association business.

SECTION 2: EXECUTIVE COMMITTEE:

The Executive Committee shall consist of the President, President-Elect, Past President, Secretary and Treasurer. This committee shall assist in arriving at decisions that affect the Association and which requires more than normal consideration by the President. This committee shall meet just prior to the scheduled business meetings of WTHIMA.

SECTION 3: BUDGET AND FINANCE COMMITTEE:

The Budget and Finance Committee shall consist of the Treasurer, President, President-Elect, and immediate Past President. The chairperson for this committee shall be appointed by the President. This committee shall be responsible for devising and directing events that will benefit the financial assets of WTHIMA. The Budget and Finance Committee is also responsible for

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preparing the proposed budget for the next Association year to be presented to the Association membership at the June meeting for approval.

SECTION 4: PROGRAM/EDUCATION COMMITTEE:

The Program/Education Committee shall consist of at least two (2) Association members and shall be responsible for planning and executing all educational programs held by WTHIMA. There should be at least two (2) educational sessions held during the year that will benefit the financial assets of WTHIMA while also fulfilling continuing educational requirements of its members and other healthcare professionals, as appropriate.

SECTION 5: NOMINATING COMMITTEE:

The Nominating Committee shall consist of at least three (3) members with the chairperson being the current President-Elect. This committee shall prepare the annual Association ballot for each office to be filled: President-Elect, Treasurer and Secretary. The ballot shall be either mailed or emailed to Association members by the Nominating Committee no later than May 1st and must be received no later than May 15th. Ballots received after the deadline will be destroyed or deleted unopened.

ARTICLE VIII

REPRESENTATION

SECTION 1: REPRESENTATION:

The WTHIMA President shall represent the Association on the THIMA Board of Directors as provided in Article IV, Section 2, of the THIMA Bylaws.

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ARTICLE IX

FINANCE

SECTION 1: FISCAL YEAR:

The fiscal year of WTHIMA shall be coinciding with that of THIMA: July 1 through June 30.

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SECTION 2: DUES:

Dues for active, associate, and student members shall be determined annually by the Executive Committee of WTHIMA and shall be paid directory to the Treasurer. Dues shall be paid on a calendar basis and shall be due on January 1.

Dues for corporate members shall be determined annually by the Executive Committee of WTHIMA and shall be paid directly to the Treasurer. Dues shall be paid on a calendar basis and shall be due on January 1.

SECTION 3: PRESIDENT'S THIMA REGISTRATION FEE:

The registration fee for the WTHIMA President to attend the annual THIMA meeting will be paid by the Association with Board approval.

SECTION 4: DYERSBURG STATE COMMUNITY COLLEGE:

WTHIMA fosters a professional association with Dyersburg State Community College (DSCC) Health Information Technology (HIT) Program. **WTHIMA shall, with Board approval, pay the certification exam fees for a maximum of three (3) DSCC HIT students qualifying for potential certification, providing that the budget can financially support this allocation.**

SECTION 5: THIMA ANNUAL DOOR PRIZE:

WTHIMA shall provide a door prize for the annual THIMA meeting with Board approval. This door prize shall be at least fifty (\$50.00) dollars.

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ARTICLE X

AMENDMENTS

SECTION 1: AMENDMENTS:

These Bylaws may be amended at any regular meeting. Or at a special called meeting for this purpose, by a two-thirds (2/3's) vote of the active membership present, provided that a copy of the proposed amendment has been sent to

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every member at least thirty (30) days before the meeting in which it is to be voted on. All proposed amendments shall be submitted for prior approval as directed in the THIMA Bylaws before they are submitted to the membership for adoption.

The Bylaws shall automatically conform to any provisions of the THIMA Bylaws. Such provisions shall be binding upon the Association and shall be presented to the membership for formal adoption as amendments, at the first meeting of the Association following the THIMA meeting.

APPROVED:

President, WTHIMA

Date

President-Elect, WTHIMA

Date

President, THIMA

Date