

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

**ARTICLE I**

**NAME**

The name of this organization shall be the Tennessee Health Information Management (THIMA) / 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 is to commit to excellence in the management of health information for the benefit of patients and providers. 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 three five (3) 5) classes:

- ❖ Active
- ❖ Associate
- ❖ Student
- ❖ Honorary
- ❖ Corporate

**SECTION 2: ACTIVE:**

Active membership of THIMA/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 the Board of Directors, Committee Chairman, Committee members, or delegate representing THIMA/WTHIMA.WTHIMA committees.

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

**SECTION 3: ASSOCIATE:**

Associate membership of WTHIMA shall be composed of the associate members of AHIMA who choose Tennessee as their State Association. Associate members 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 3 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 THIMA/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. They shall not Student membership does not be entitled them to other voting privileges, hold office, or serve as a delegate..

**SECTION 5 4: HONORARY:**

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

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

**SECTION 5 7: APPLICATION OF MEMBERSHIP:**

Application for active, associate and student membership shall be in writing on the approved form provided by AHIMA/THIMA/WTHIMA. This form shall be sent by the applicant directly to the THIMA/WTHIMA secretary. Evidence of dues payment as provided by the Bylaws of THIMA/WTHIMA shall accompany the application.

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

**SECTION 6 8: RESIGNATION, FORFEITURE, EXPULSION OR REINSTATEMENT:**

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

**SECTION 7 9: CESSATION OF PROPERTY INTEREST:**

No part of the net earnings of the THIMA/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 THIMA/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 THIMA/WTHIMA shall be a President, President-elect, Past President, Secretary, and Treasurer. Each officer shall possess the appropriate AHIMA/THIMA credentials and 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 THIMA/WTHIMA bylaws.

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

**SECTION 3: ELIGIBILITY:**

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

**SECTION 4: ELECTIONS:**

Elections shall be by a plurality of the votes cast by the active members of THIMA/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 1<sup>st</sup>. In order to be counted, a ballot must be received no later than May 15<sup>th</sup>. 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 THIMA/WTHIMA President who shall notify all candidates individually of the results prior to the June meeting. Newly elected THIMA/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 THIMA/WTHIMA.

**ARTICLE V**

**DUTIES OF OFFICERS**

**SECTION 1:**

The duties of the officers of THIMA/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 and the Standing Rules of AHIMA. The Executive Committee of WTHIMA shall consist of: President, President-Elect, Past President, Secretary and Treasurer.

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

**SECTION 2: PRESIDENT:**

The President shall become familiar with the Procedures for Component State Associations as established by AHIMA and preside at all meetings of THIMA/WTHIMA, appoint with the approval of the Board the Project Managers/Chairpersons of any standing and/or special committees and shall represent THIMA/WTHIMA on the Board of Directors of THIMA. The President shall, whenever the business of THIMA/WTHIMA warrants, call special meetings. The President shall appoint a member of THIMA/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 serve as an aide to the President and shall assume all 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 THIMA/WTHIMA and submitting them annually to THIMA for approval.

**SECTION 4: SECRETARY:**

The Secretary shall carry on the official correspondence of THIMA/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 THIMA/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 THIMA/WTHIMA members of the date, time, place and educational opportunity, if applicable, of the scheduled meeting. The Association Secretary shall also fulfill the role of Newsletter Editor for THIMA/WTHIMA and submit articles for the THIMA quarterly newsletter publications as requested or required from the THIMA Newsletter Editor.

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

**SECTION 5: TREASURER:**

The Treasurer shall be the custodian of the funds of THIMA/WTHIMA. The Association Treasurer shall maintain an accounting of all financial transactions of THIMA/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 THIMA/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:**

THIMA/WTHIMA meetings shall be held, at a minimum, on a quarterly basis. The selection of dates will depend upon the location availability. Suggested months for the business meeting are:

January  
June  
December

**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 with notification to all active members.

**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

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

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 THIMA/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 THIMA/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 THIMA/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 THIMA/WTHIMA. The Budget and Finance Committee is also responsible for

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

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

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

**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 THIMA/WTHIMA. There should be at least two (2) educational sessions held during the year that will benefit the financial assets of THIMA/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 1<sup>st</sup> and must be received no later than May 15<sup>th</sup>. Ballots received after the deadline will be destroyed or deleted unopened.

**ARTICLE VIII**

**REPRESENTATION**

**SECTION 1: REPRESENTATION:**

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

**ARTICLE IX**

**FINANCE**

**SECTION 1: FISCAL YEAR:**

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

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

**SECTION 2: DUES:**

Dues for active, associate, and student and honorary members shall be determined annually by the Executive Committee of THIMA/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 THIMA/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 THIMA/WTHIMA President to attend the annual THIMA meeting will be paid by the Association with Board approval.

**SECTION 4: DYERSBURG STATE COMMUNITY COLLEGE:**

THIMA/WTHIMA fosters a professional association with Dyersburg State Community College (DSCC) Health Information Technology (HIT) Program. **THIMA/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:**

THIMA/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.

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

**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 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