

**BYLAWS
OF
CENTRAL NEW YORK
HEALTH INFORMATION MANAGEMENT
ASSOCIATION**

TABLE OF CONTENTS

ARTICLE I NAME

1.1 Name

ARTICLE II PURPOSES

2.1 Purposes and Mission

ARTICLE III MEMBERS

3.1 Members

3.2 Types of Members

3.3 Application

3.4 Failure to Pay Dues and Fees

3.5 Expulsion

3.6 Resignation

3.7 Reinstatement

3.8 Transfer of Membership

3.9 Cessation of Property Interest

ARTICLE IV EXECUTIVE BOARD

4.1 Powers and Duties

4.2 Composition

4.3 Qualifications

4.4 Term and Succession of Office

4.5 Assumption of Office

4.6 Resignation

4.7 Removal

4.8 Meetings

4.9 Use of Electronic Meetings

ARTICLE V NOMINATIONS AND ELECTIONS

5.1 Nominations

5.2 Nominating Committee

5.3 Voting and Election Procedures

ARTICLE VI MEMBERSHIP MEETINGS

- 6.1 Regular Meetings
- 6.2 Annual Meeting
- 6.3 Manner of Action
- 6.4 Notice of Meetings
- 6.5 Special Meetings
- 6.6 Quorum

ARTICLE VII STATE REPRESENTATION

- 7.1 Apportionment
- 7.2 Appointment and Election
- 7.3 Capital Hill Day

ARTICLE VIII COMMITTEES

- 8.1 Establishment
- 8.2 Committee Qualifications
- 8.3 Vacancies
- 8.4 Reports

ARTICLE IX FISCAL YEAR

- 9.1 Fiscal Year

ARTICLE X DUES

- 10.1 Dues

ARTICLE XI EXPENDITURE OF FUNDS

- 11.1 Control
- 11.2 Expenses

ARTICLE XII AMENDMENTS

- 12.1 Submission Procedure
- 12.2 Notice
- 12.3 Adoption
- 12.4 Effective Date

ARTICLE XIII DISSOLUTION

13.1 Dissolution

**BYLAWS OF
CENTRAL NEW YORK
HEALTH INFORMATION MANAGEMENT ASSOCIATION**

ARTICLE 1

NAME

1.1 Name. The name of the Association is the Central New York Health Information Management Association (CNYHIMA).

ARTICLE II

PURPOSES

2.1 Purposes and Mission. The affairs and activities of CNYHIMA shall be carried out at all times for the purposes and in accordance with the terms set forth in these Bylaws. The primary purpose of CNYHIMA as a member association is to commit to excellence in the management of health information for the benefit of patients and providers. Its mission is to promote the art and science of health information administration in the Central New York areas through education; to encourage health information professionals in the Central New York area to attain the highest degree of competence possible through continuing education; to sponsor continuing education programs for the purpose of promoting optimal health care and containment of health care costs in the Central New York area to the extent that health information professions may contribute toward this goal; to provide an educational medium for the sharing of experiences, problems and their solutions in the health information field; to educate health information professionals concerning current and impending legislation, issues of confidentiality in health information practice, and medicolegal aspects of health information practice; to maintain contact with educational institutions in the Central New York area offering health information programs for the purpose of continuing professional and educational support for their students; to foster communication with all health care institutions in the Central New York area to keep them informed of educational programs and the experienced professional assistance available to their health information personnel; to promote the health information professional through educational concepts and good interpersonal and public relations; and to maintain and encourage adherence to a stated code of ethics through education. Central New York shall be and is a nonprofit corporation under the laws of the State of New York.

ARTICLE III
MEMBERS

3.1 Members. The membership of this Association shall consist of members residing in the Central New York area of Broome, Cayuga, Chenango, Cortland, Delaware, Herkimer, Jefferson, Lewis, Madison, Oneida, Onondaga, Oswego, Otsego, Schoharie, Tioga, and Tompkins counties.

3.2 Types of Members. The membership of CNYHIMA shall include Active, Student, Supporting, and Honorary.

3.2.1 Active. Any AHIMA Active member in good standing who is employed or resides in the Central New York area and selects Central New York for their local association membership, shall become an Active member of this association upon receipt by the Association of due notice that such individual is an Active member of the New York Health Information Management Association, Inc. (NYHIMA). An Active member in good standing of the Central New York Health Information Management Association, NYHIMA and AHIMA, shall be entitled to all the rights and privileges including the right to vote and hold office, to serve as a committee chairperson or committee member, and serve as a NYHIMA delegate.

3.2.2 Student. Any individual who holds Student membership in AHIMA and NYHIMA and who is enrolled in a program located in the Central New York area or who resides in the Central New York areas and is formally enrolled in a program in another area and selects Central New York for their local Association shall be a Student member of this Association. A Student member shall be entitled to attend only business and educational meetings of this Association without payment of registration fee, but shall not be entitled to other rights and privileges of membership. Students will be charged a fee for lunch/dinner when that option is available.

3.2.3 Supporting. Any individual who does not meet the qualifications for Active, Non-Credentialed or Student membership in NYHIMA who is employed or resides in the Central New York area and who is interested in promoting the purposes of the Central New York Health Information Management Association, shall be a Supporting member of this Association. A Supporting member shall be entitled to serve as a committee member but shall not be entitled to vote, to hold office, or to serve as a member of the Board of Directors or NYHIMA delegate.

3.2.4 Honorary. Any person who is an Honorary member of this Association as of the date of these Bylaws and any person who thereafter receives an Honorary membership in AHIMA and NYHIMA, and resides in the Central New York area shall be an Honorary member of this Association. Honorary 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 property of this Association.

3.3 Application. All potential members shall complete the approved CNYHIMA membership application, sending it to CNYHIMA as instructed on the form. The total amount of initial dues as provided in the Bylaws of the CNYHIMA shall accompany such application.

3.4 Failure to Pay Dues and Fees. If dues are not paid by July 31 of the current year, membership shall be forfeited and the member shall be dropped.

3.5 Expulsion. Any member who shall violate the Bylaws of this Association or the standards of professional ethics may be expelled from membership by a two-thirds vote of the Executive Board after a hearing, provided said member has been given a copy of charges preferred against him, together with sixty (60) days notice in writing of the time and place of the hearing. Service of such notice and a copy of the charges shall be made by registered letter, return receipt requested, mailed to such member's last known address. Appeal from such action of the Executive Board may be taken to a meeting of this Association, in which event decision shall be by a three-fourths vote of the Active members in good standing present and such decision shall be final.

3.6 Resignation. Any member in good standing may resign by submitting his resignation in writing to the treasurer for action. No resignation shall be accepted from a member who is arrears in dues. Official acceptance of the resignation shall be forwarded to the resigning member by the Secretary.

3.7 Reinstatement. A former member whose resignation has been accepted or who has forfeited membership for nonpayment of dues shall be reinstated if s/he meets the current membership class requirements, submits a membership application, and pays the current year's dues along with any required reinstatement fee.

3.8 Transfer of Membership. A member changing his place of employment or residence to the Central New York area shall make written application to this Association for membership.

3.9 Cessation of Property Interest. All right, title and interest, both legal and equitable, of a member in and to the property of this Association shall cease in the event of the following:

- (a) His death
- (b) His resignation

- (c) His forfeiture of membership
- (d) His expulsion
- (e) His transfer of membership of another Association

ARTICLE IV
EXECUTIVE BOARD

4.1 Powers and Duties. The Executive Board shall manage and control the property, business and affairs of this Association and shall report through the President at all regular meetings.

4.2 Composition. The Executive Board shall consist of the President, President-Elect, Past President, Secretary, and Treasurer.

4.3 Qualifications. Executive Board members shall be committed to supporting and advancing the mission and purposes of CNYHIMA. Only active members in good standing shall be eligible to serve as members of the Executive Board.

4.4 Term and Succession of Office. Each officer shall hold office for one (1) year, with the exception of the Treasurer and Secretary who shall serve for two (2) years, or until a successor has been elected or until the earlier death, resignation or removal in the manner hereinafter provided. The Executive Board may appoint a member to fill any vacancy in an elected office for the remainder of the term.

4.5 Assumption of Office. Members of the Executive Board shall assume their offices on July 1 following their election.

4.6 Resignation. An officer or director may, at any time, submit a written resignation to the Executive Board, but such resignation shall not be effective until accepted by the Executive Board.

4.7 Removal. Any member of the Executive Board may be removed from office by the affirmative vote of two-thirds of the Executive Board present at any meeting at which quorum is present, whenever, in their judgment, the best interest of the Association shall be served.

4.8 Meetings. The Executive Board shall conduct at least one (1) business meeting annually. Special meetings can be called by the President, or shall be called by the President-Elect upon the written request of a quorum of the Executive Board. A majority of members shall constitute a quorum.

4.9 Use of Electronic Meetings. Matters requiring action between meetings of the Executive Board may be conducted electronically, either in lieu of or as an extension of an in-person meeting. For purposes of this section, electronic meetings include chat rooms, conference calls, email, or any other electronic medium in which the Executive Board may both send and receive contemporaneous interactive communications, to the extent permitted by law. Participating in a meeting by such means constitutes presence in person at the meeting.

ARTICLE V
NOMINATIONS AND ELECTIONS

5.1 Nominations. Nominations shall be made by the Nominating Committee.

5.2 Nominating Committee. The Nominating Committee shall consist of the Executive Board with the Past President as Chair. It shall be the duty of the committee to prepare a ballot with, when possible, at least two candidates for each position to be filled.

5.3 Voting and Election Procedures. Voting shall be by paper or electronic ballot only. Ballots, containing instructions for their use, will be provided to all active members in good standing not less than thirty (30) working days or more than forty-five (45) days prior to the annual meeting. Elections shall be by plurality of the votes cast by active members in good standing. In the case of a tie, the election(s) in question shall be decided by lot. Officers shall assume their duties on July 1 following their election.

ARTICLE VI
MEMBERSHIP MEETINGS

6.1 Regular Meetings. There are four (4) to six (6) meetings of this Association held from July to June at a time and place designated by the Executive Board.

6.2 Annual Meeting. One meeting per year shall be designated the Annual meeting of the Association.

6.3 Manner of Action. Business presented at a regular or special meeting of the Association may be transacted and passed by the majority vote of the Active members in good standing present.

6.4 Notice of Meetings. Electronic notice state the place, day and hour of the meeting and, in case of a special meeting, the purpose(s) for which such a meeting is called, shall be delivered electronically to each member. Publication of such notice in an official publication of

this Association sent to each member shall be sufficient if it otherwise complies with this requirement of notice.

6.5 Special Meetings. Special meetings may be called by the President or by a majority of the members of the Executive Board. Fifteen (15) days notice shall be given of a special meeting. The purpose of the meeting shall be stated in the call, and no other business shall be transacted.

6.6 Quorum. The active members in good standing present at any given meeting shall constitute a quorum. This quorum is authorized to transact Association business duly presented at the given meeting.

ARTICLE VII

STATE REPRESENTATION

7.1 Apportionment. The apportionment of delegates shall be based on the Active membership in good standing in AHIMA, NYHIMA, and CNYHIMA as of March 31 of the current member year. For ten (10) Active members or less, the Association shall be entitled to (1) delegate. For more than ten (10) Active members, the Association will be entitled to one (1) additional delegate for each (10) additional Active members or major portion thereof, but not more than ten (10) delegates.

7.2 Appointment and Election. The Executive Board serve as delegates. The remaining delegates shall be elected from and by the Active members of the Association in good standing. To provide appropriate representation it is expected any delegate will have attended a minimum of one business meeting within the membership year. Delegates are elected by nominating from the floor. Election shall be by a plurality of the votes cast by Active members in good standing present. Delegates shall serve from July 1st of the year they are elected through June 30th of the following year.

7.3 Capital Hill Day. Providing the Association has the fiduciary ability, the current President shall represent the Association at Hill Day. This will provide the Association the ability to meet with legislative representatives on local and state initiatives. If the President is unable to attend, he/she may appoint an alternate.

ARTICLE VIII
COMMITTEES

8.1 Establishment. There shall be such committees as necessary to conduct the business of CNYHIMA including a Nominating and Program/Education Committees.

8.1.1 Nominating. The Past President shall be the Chair of the Nominating Committee.

8.1.2 Program/Education. The President-Elect shall be the Chair of the Program Committee and may select members as needed.

8.2 Committee Qualifications. Active members in good standing shall be eligible for appointment as Chair or members of committees. Committee chairs and members shall serve for such term as they may be appointed but such term may not exceed more than three (3) consecutive years.

8.3 Vacancies. Any committee member may resign at any time by giving written notice to the Executive Board of this Association to be effective immediately or at a later time stated therein. Appointment to fill vacancies occurring in committees shall be made by the same procedures as the original appointment, whenever possible.

8.4 Reports. All committees shall submit a report to the Executive Board for each of the meetings of the CNYHIMA and when otherwise asked. The work of the committees shall be summarized in the President's final report to the membership at the annual meeting.

ARTICLE IX
FISCAL YEAR

9.1 Fiscal Year. The fiscal year of this Association shall begin on the first day of July and end on the thirtieth day of June.

ARTICLE X
DUES

10.1 Dues. The dues of this Association shall be ten (10) dollars a year for Active, Inactive and Supporting members, and shall be paid no later than June 30.

ARTICLE XI
EXPENDITURE OF FUNDS

11.1 Control. The Treasurer or other designated officer shall sign all checks issued by the Association.

11.2 Expenses. A portion of the expenses of delegates to the Annual meeting of the New York Health Information Management Association, Inc. shall be provided. The amount will be determined on a yearly basis by the Executive Board.

ARTICLE XII
AMENDMENTS

12.1 Submission Procedure

- (a) These bylaws shall incorporate any provisions governing local Associations as provided in NYHIMA Bylaws and shall not be in conflict with any provisions thereof.
- (b) A proposal to amend the Bylaws may be initiated by the Executive Board, Bylaws Committee or any member in good standing. The Executive Board shall review each proposed bylaws amendment and prepare it for submission with any explanatory comments or recommendations as the Executive Board shall deem necessary and desirable.
- (c) The Executive Board shall submit the proposed Bylaws amendment(s) and supporting documents to the NYHIMA Bylaws Committee for review and pre-approval. After pre-approval, the proposed amendments shall be submitted to a vote of the active members in good standing at the next regular meeting for which notice can be given as provided in 12.2.

12.2 Notice. Written notice of a proposal to amend the Bylaws shall be provided to each Active member in good standing not less than thirty (30) days or more than forty-five (45) days prior to the regular meeting at which the proposals are to be submitted to a vote of the members.

12.3 Adoption. The Bylaws of this Association may be amended by a two-thirds vote to the Active members in good standing present at a regular business meeting.

12.4 Effective Date. After adoption by the active members, each amendment to the Bylaws should be submitted to the NYHIMA Bylaws Committee for final signature of approval, and shall become effective upon receipt of this Association of such final signature of approval, or at such later date as may be set forth in such amendment.

ARTICLE XIII
DISSOLUTION

13.1 Dissolution. In the event of dissolution, all of the remaining assets and property of the Association shall after necessary expense be distributed to organizations that qualify under 501 (c) (3) of the Internal Revenue Code of 1986, or corresponding provisions of any subsequent Federal Tax Laws or to the Federal Government or to the State or Local Government for a public purpose. No member or officer of the Association will be entitled to share in the distribution of any of the assets of the Association.

