

Approved by the CHIA BOD March 13, 2009

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ARTICLE I

NAME

Section 1.1 Name. The name of this Local Association shall be Greater Orange County Health Information Association hereinafter referred to as GOCHIA, a component of the California Health Information Association, hereinafter referred to as CHIA.

ARTICLE II

PURPOSE AND GEOGRAPHIC BOUNDARIES

Section 2.1 Purpose. The purpose of GOCHIA 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 outlined under this section.

Section 2.2 Geographic Boundaries. The membership of GOCHIA shall include those CHIA members who live or work in Orange County, or who otherwise select GOCHIA as their Component Local Association.

ARTICLE III

MEMBERS

Section 3.1 Members. As defined in the Bylaws of CHIA, there shall be four (4) classes of membership within the GOCHIA, i.e. Active, Student, Honorary, and Corporate.

Section 3.2 Member in Good Standing. No person may be a member in good standing of the GOCHIA unless he/she is first a member in good standing of the American Health Information Management Association and the California Health Information Association.

Section 3.3. Termination of Membership. Termination of Membership and Resignation, Reinstatement and Transfer of Membership shall be in accordance with the CHIA Bylaws.

ARTICLE IV

MEETINGS OF MEMBERS

Section 4.1. Frequency and time of meetings. Meetings shall be held with sufficient frequency throughout the year to conduct Board and Association business. The time and place shall be determined by the Board of Directors.

Section 4.2. Special Meetings. Special meetings of the members may be called by the President or by the Board of Directors and shall be called by the President upon the written request of not less than five percent (5%) of the Active members of the GOCHIA.

Section 4.3. Meeting Notices. Notice of the meeting sent to each member shall give the place, date, time of the meeting and the agenda. Notice shall be by personal delivery, by first class mail, by 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). Notice shall be sent at least ten (10) days prior to the meeting.

ARTICLE V

STATE REPRESENTATION

Section 5.1 House of Delegates. The GOCHIA shall be represented in the House of Delegates of CHIA in accordance with the CHIA Bylaws.

Section 5.2 Eligibility. Only Active and Honorary members in good standing shall be eligible to serve as delegates to CHIA. The President shall be the 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 that is sent according to Section 7.1 A of these Rules and Regulations to all Active members in good standing by the first-class mail, fax, or any other electronic means that will assure the integrity of the voting process.

C. A plurality of the votes cast shall elect. Ties shall be decided by lot by the Credentials Chair at the time of tabulation of the ballots. The one (1) receiving the next highest number of votes, but not elected, shall be the alternate(s), and shall serve if a delegate is unable to serve for any reason. When an elected delegate or alternate is not able to attend the CHIA House of Delegates, the GOCHIA President may appoint a member of the GOCHIA Board of Directors as the alternate.

D. The term of the CHIA delegates elected to represent GOCHIA is one year. The term will begin with the CHIA House of Delegates occurring in the same year in which the delegates are elected.

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

ARTICLE VI

BOARD OF DIRECTORS

Section 6.1 Officers. The Board of Directors of the GOCHIA shall consist of President, President-elect, Past-President, Secretary, and Treasurer. The standard term of office for this Association shall be one (1) year with the exception of Treasurer, which shall be a two (2) year term.

Section 6.2 Responsibilities. The Board of Directors of the GOCHIA shall be responsible for conducting the business and functions of this Component Local Association and shall be responsible to CHIA for fulfilling any requirements of CHIA.

Section 6.3 Meetings. The Board of Directors shall meet as often as necessary but not less than four (4) times year. Meetings shall be in person or via teleconference.

Section 6.4 Special Meetings. Members of the Board of Directors shall receive notice of special meetings. The notice shall give the place, date, time of the meeting and the agenda. Notice shall be by personal delivery, by first-class mail, by telephone or technologies 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.

Section 6.5 Quorum and Manner of Acting A majority of the members of the Board of Directors shall constitute a quorum. The act or vote of a majority of 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, by the CHIA Bylaws, parliamentary authority, or by law.

Section 6.6 CHIA Nominating Committee. The GOCHIA President-Elect shall serve on the CHIA Nominating Committee. If this individual is unable to fulfill these responsibilities, the Board of Directors will appoint another Active member to fill this position.

Section 6.7 Notify CHIA of elected Officers and Delegates. The GOCHIA Board of Directors shall notify the CHIA Office not later than February 28 of its elected officers and delegates and who will be its representative to the CHIA Nominating Committee.

ARTICLE VII

OFFICIERS

Section 7.1. Qualifications and Election. Only Active and Honorary members in good standing shall be eligible to serve as members of the Board of Directors.

A. Election of the Board of Directors of the GOCHIA shall be by ballot. Officers shall be elected by the plurality of votes cast by the Active members in good standing. Ballots with instructions for their use shall be sent by first-class mail, fax, or any other electronic means that will assure the integrity of the voting process to all Active members in good standing at least forty-five (45) days prior to the due date for announcement of election results. In order to be counted, a ballot must be returned to the Credentials Chair at the time the ballots are tabulated. The date by which election results shall be announced shall be announced by CHIA. The officers shall assume office July 1st.

Section 7.2. Resignation, or Vacancies. Removal from the Board of Directors shall be as follows: In the event there is a vacancy in a Board of Director position, the GOCHIA Board of Directors will appoint an Active member to fill the unexpired term.

Section 7.3. Removal of Director. Any Director may be removed from Office with or without cause by a four fifths (4/5) vote of Active members present at a regular or special membership meeting. Such meetings shall require written notice to all Active members. The notice shall give the place, date, and time of the meeting and shall provide the agenda. Notice shall be by personal mail delivery, by first-class mail, by 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). Notice shall be sent at least ten (10) days prior to the meeting.

A. The Board of Directors may also declare vacant the Office of a Director who has been declared of

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

Section 7.4. Duties. The duties of the members of the Board of Directors shall in general be in accordance with CHIA Bylaws.

- A. The President shall preside at all meetings of the GOCHIA Board and at all meetings of members; with the approval of the Board of Directors appoint members and Chair of the Standing Committees; be an ex officio member of all Committees except the Nominating Committee; and perform such other duties as the Board of Directors determine.
- B. The President-elect shall become familiar with the duties and functions of the President; serve as a member of Board of Directors; and automatically succeed to the office of President after serving one (1) year as President-elect. The President-elect shall perform the duties pertaining to the office of President during the President's absence, disability, or inability to act, which shall be determined by a majority of the Board of Directors. The President-elect shall serve as the GOCHIA representative to the CHIA Nominating Committee. If the President-elect is unable to fulfill these responsibilities, the Board of Directors shall appoint another Active member to fill this position. . The President-elect shall be the second Delegate to the CHIA House of Delegates and shall perform other duties as required, under the direction of the President and/or as assigned by the Board of Directors and as set forth in the GOCHIA Policy and Procedure Manual.
- C. The Secretary shall keep a record of the meetings of the GOCHIA Board of Directors and submit such records for approval at the following meeting of the respective group; carry on the official correspondence of the GOCHIA under direction of the President, and perform such other duties as the GOCHIA Board of Directors may determine. The Secretary shall perform other duties as required, under the direction of the President and/or as assigned by the Board of Directors.
- D. The Treasurer shall keep and deposit all funds belonging to GOCHIA in a bank, savings and loan association or other FDIC insured financial institution designated by the board of Directors; maintain an account of the dues rebate received from CHIA; present monthly financial reports at the Board of Directors' meetings; publish in the newsletter a year end financial report to the general membership; prepare an annual budget; and perform such other duties as the Board of Directors may determine. The Treasurer shall be the custodian of and maintain an accurate record of and deposit all funds received and dispersed by the GOCHIA, according to the methodology approved by the GOCHIA Board of Directors. The Treasurer shall perform other duties as required under the direction of the President and/or as assigned by the Board of Directors.
- E. The Immediate Past President Director shall advise the President as necessary; serves as a member of the Board of Directors; and perform special duties as decided by the Board of Directors of the GOCHIA.

ARTICLE VIII

RECORD RETENTION

Section 8.1. Minutes. The Secretary shall keep minutes and records of the GOCHIA Board of Directors meetings, which shall be attached to the semiannual financial reports submitted to CHIA who will maintain for ten (10) years.

Section 8.2. Treasurer. The Treasurer shall keep records of treasury activities for five (5) years.

Section 8.3. Committee Chairs. The Chair of each Standing Committee shall keep records of their Standing Committee Minutes and activities for the current year and the previous year.

ARTICLE IX

STANDING COMMITTEE / FUNCTIONS

Section 9.1. Committees. The GOCHIA shall have the following Standing Committees / functions and such other Special Committees as the Board of Directors may create. A majority of any Committee shall constitute a quorum. The act or vote of a majority of the Committee members present at a meeting at which quorum is present shall constitute the act or vote of the committee.

A. *Rules and Regulations.* The Rules and Regulations Committee shall consist of a Chair appointed by the President of GOCHIA for a one (1) year term. Committee members shall be appointed by the chair for a one (1) year term. The committee shall be responsible for an annual review and / or revision of the GOCHIA Rules and Regulations in accordance with Article XII Amendments.

B. *Program/ Continuing Education Committee.* The Program / Continuing Education Committee shall consist of at least two (2) Members. The Chair shall be appointed by the President of GOCHIA. Members will serve a one (1) year term. The duties of the Committee shall be to select topics and conduct educational workshops and programs designed to meet continuing education needs of members. The Committee will publish a newsletter describing the educational program plan two times per year. Notices of educational meetings will be sent via e-mail and posted on the GOCHIA webpage on the CHIA website: www.californiahia.org

C. *The Nominating Committee.* The Nominating Committee shall consist of a Chair and as many members as deemed necessary by the Board of Directors to fulfill Committee obligations. Members are appointed for one (1) year by the President with prior approval of the Board of Directors. The Nominating Committee shall prepare a list of nominees consenting to serve, if elected, as Officers of the GOCHIA, and as Delegates to the CHIA House of Delegates. The Nominating Committee shall submit the proposed ballot to CHIA for approval. The specific duties of this Committee shall be delineated in the Policy and Procedural Manual of GOCHIA.

D. *Finance Committee:* The Finance Committee shall consist of the Treasurer as Chair and at least two (2) other members appointed by the President. Their duty shall be to prepare and submit a budget for the upcoming fiscal year.

E. *Credentials Committee.* The President shall appoint the Chair and as many members as deemed necessary by the Board of Directors to fulfill Committee obligations, The Credentials Committee shall

count the ballots, notify by first-class mail, by 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) the results of the election to those who were on the ballot, and report the results at the following general meeting and in the next GOCHIA Newsletter. Ballots shall be destroyed ninety days after the election results have been announced.

Section 9.2 Active members in good standing shall be eligible to be appointed as Committee Chair. Student members, Honorary members, and Corporate designee members in good standing may be appointed as members of Committees.

ARTICLE X

FINANCES

Section 10.1. Fiscal Year. The fiscal year of GOCHIA shall be from July 1 of any year through June 30 of the following year.

Section 10.2. Records. The financial records of GOCHIA shall be kept according to the methodology approved by the CHIA Board of Directors. The financial records shall be submitted semi-annually to CHIA Executive Director for review. GOCHIA shall submit the financial records and the proposed annual budget by the announced deadline, or GOCHIA will be held responsible for any costs incurred as a result of the delay.

Section 10.3. CHIA FINANCE GUIDELINES.

- A. The Executive Director of CHIA and the President, President-elect and Treasurer of GOCHIA will sign on all GOCHIA accounts, annually, with access to the funds.
- B. The Executive Director will prepare and finalize the bank confirmation forms for GOCHIA annually.
- C. GOCHIA shall not permit telephone transfer of funds to any bank account.
- D. The Treasurer will prepare a monthly financial report and forward to the President of GOCHIA.
- E. The Treasurer will forward the annual proposed budget to CHIA for approval prior to the due date.
- F. GOCHIA shall require two (2) signatures on checks in excess of \$500.00.
- G. GOCHIA shall require two (2) signatures on movement of funds in excess of \$500.00.

10.4 INCOME AND EXPENDITURE OF FUNDS.

A. *Control.* No GOCHIA officer, committee member, delegate or other member shall expend monies or contract for expenditure of monies except by authorization of the GOCHIA Board of Directors. Documentation in the Board of Directors minutes must include the purpose of the expense and details

regarding the intended use of the funds.

B. *Income and Expenses.* Income and expenses shall be documented as prescribed by the CHIA Chart of Accounts. A copy of the ledger shall be provided to the President on a monthly basis for the President's examination of compliance. (CHIA Bylaws: Article XIII, Section 10.3) and (above guidelines)

C. *Earnings.* No part of the net earnings of the GOCHIA shall be distributable to any officer or member of, GOCHIA, nor accrue to the benefit of any individual.

D. *Reimbursement.* Reimbursement for approved expenses shall be mailed within seven (7) business days upon the receipt of the expense statement.

E. *Cash Reserves.* The financial goal of GOCHIA shall be to have cash assets equal to (1) times the annual operational expense.

ARTICLE XI

PARLIAMENTARY AUTHORITY

Section 11.1. Except as otherwise provided in these Rules and Regulations and the CHIA Bylaws, all meetings of members, Board of Directors, or Committees of this Association shall be governed by the latest edition of Roberts's Rules of Order.

ARTICLE XII

AMENDMENTS

Section 12.1. Approval. Prior to implementation, Amendments to these Rules and Regulations must be submitted to the CHIA Board of Directors for approval. Any recommended changes or revisions shall be submitted to the chair of the CHIA Bylaws Committee and the CHIA Board of Directors for Approval.

Section 12.2 Proposals. Amendments to these Rules and Regulations may be proposed by any Active member of the GOCHIA, the Rules and Regulations Committee, or the Board of Directors. Proposed amendments shall be approved by the GOCHIA Board of Directors. Members shall receive notice of proposed amendments to the Rules and Regulations and a simple majority of Active members present at a membership meeting shall be required to pass a proposed revision.

Section 12.3 Conformance with CHIA. These Rules and Regulations shall automatically conform with the provisions governing Component Local Association as provided for in the CHIA Bylaws and in the CHIA Policy and Procedure Manual.

Reviewed and Revised by the GOCHIA Board 01/21/09