

# SIERRA HEALTH INFORMATION ASSOCIATION

## RULES AND REGULATIONS

Approved by *CHIA* Board of Directors: March 13, 2009

Approved by *CLA* Membership <insert date>

### I. NAME:

- 1.1 The name of this Local Association shall be Sierra Health Information Association (hereinafter referred to as *SHIA*), a component of the California Health Information Association (hereinafter referred to as *CHIA*).

### II. PURPOSE AND GEOGRAPHIC BOUNDARIES:

Reference: *CHIA* Bylaws, Article II

- 2.1 The purpose of the *SHIA* 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.
- 2.2 The *SHIA* shall include those *CHIA* members who live or work in the counties of Fresno, Kings, Tulare, Kern, Inyo, Merced, Mono, Mariposa and Madera, or who otherwise select *SHIA* as their Component Local Association.

### III. MEMBERS:

Reference: *CHIA* Bylaws, Article III

- 3.1 As defined by the Bylaws of the *CHIA*, there shall be four (4) classes of membership within the *SHIA*, i.e., Active, Student, Honorary, and Corporate. Honorary members have the same rights and privileges as Active members.
- 3.2 No person may be a member in good standing of the *SHIA* unless he/she is first a member of the American Health Information Management Association (*AHIMA*) and the *CHIA*.
- 3.3 Termination of Membership and Resignation, Reinstatement and Transfer of Membership shall be in accordance with *CHIA* Bylaws .

### IV. MEETING OF MEMBERS:

- 4.1 Frequency and time of meetings shall be as follows: meetings shall be held at least four (4) times a year. The time and place shall be determined by the Board of Directors.

- 4.2 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 *SHIA*.
- 4.3 Notice of the meeting will be sent to each member and shall give the place, date, and time of the meeting and shall provide 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 days prior to the meeting.

**V. STATE REPRESENTATION (delegates to the *CHIA* house):**  
**Reference: *CHIA* Bylaws, Article IV**

- 5.1 The *SHIA* shall be represented in the House of Delegates of the *CHIA* in accordance with the *CHIA* Bylaws, Article IV.
- 5.2 Only Active and Honorary members in good standing shall be eligible to serve as Delegates to the *CHIA*. The President shall be the first Delegate. The President-elect shall be the second Delegate.
  - A. Nominations for additional Delegates shall be made by the Nominating Committee/function from among the Active and Honorary members as of December 31.
  - B. Election shall be by mail/voice/fax/electronic ballot of the Active and Honorary members, according to Section 7.1A of these Rules and Regulations.
  - C. A plurality of the votes cast shall elect. Ties shall be decided by lot by the Nominating Chair at the time of tabulation of the ballots.

The number of Delegate nominees appearing on the ballot will be determined by the number of Delegates *SHIA* is qualified to seat at the *CHIA* House of Delegates. At least two more nominees than will be elected should be listed on the ballot.

The Delegate candidate receiving the highest number of votes, but not elected, shall serve as an alternate if a Delegate is unable to serve for any reason. When any of the elected delegates or alternates are not able to attend the *CHIA* House of Delegates, the *SHIA* President may appoint a member of the *SHIA* Board of Directors as the alternate.

- D. The term of the *CHIA* Delegates elected to represent *SHIA* is two (2) years. The term will begin with the *CHIA* House of Delegates occurring in the same year in which 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.

**VI. BOARD OF DIRECTORS:**

- 6.1 The Board of Directors of *SHIA* shall consist of the President, President-elect, Past President Director, a Secretary, and a Treasurer. The standard term of office for *SHIA*'s President, President-elect and Past President Director shall be one (1) year from July 1 of any year through June 30 of the

following year. The standard term of office for *SHIA*'s Treasurer and Secretary shall be two (2) years, from July of any year elected through June 30 of the second year.

- 6.2 The Board of Directors of the *SHIA* shall be responsible for the conduct of business of this Component Local Association and shall be responsible to the *CHIA* for fulfilling any requirements of the *CHIA*.
- 6.3 The Board of Directors shall meet as often as necessary, but at least two (2) times per year. Meetings shall be in person or via teleconference.
- 6.4 Members of the Board of Directors shall receive notice of special meetings. The notice shall give the place, date, and time of the meeting and shall provide the agenda. Notice shall be by personal delivery, by first-class mail, or 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 days prior to the meeting.
- 6.5 Quorum and Manner of Acting: A majority of the Board of Directors' members 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.
- 6.6 *CHIA* Nominating Committee: The *SHIA* Board of Directors will appoint one *SHIA* Active member to serve on the *CHIA* Nominating Committee.
- 6.7 The *SHIA* Board of Directors shall notify the *CHIA* office not later than February 28<sup>th</sup> of its elected officers and delegates and who will be its representative to the *CHIA* Nominating Committee.

## **VII. OFFICERS:**

- 7.1 The Qualifications and Election. Only Active and Honorary members in good standing shall be eligible to serve as members of the *SHIA* Board of Directors.
  - A. Election of the Board of Directors of the *SHIA* shall be by mail ballot. Officers shall be elected by the plurality of the votes cast by the Active members. Ballots with instructions for their use shall be placed in the mail to all Active and Honorary members in good standing at least forty-five (45) days prior to the meeting at which election results shall be announced. In order to be counted, a ballot must be returned to the Nominating Committee at least fifteen (15) days prior to the due date for the announcement. Ballots may be returned via mail or fax or any other electronic means that will assure the integrity of the voting process, and as outlined in the *SHIA* procedures. Ties shall be decided by lot by the Nominating Committee Chair at the time the ballots are tabulated. The date by which election results shall be announced will be the date established and announced by *CHIA*. The Officers shall assume office July 1.
- 7.2 Resignation, Vacancies or Removal from the Board of Directors shall be as follows:
  - A. In the event there is a vacancy in a Board of Directors position, the *SHIA* Board of Directors will appoint an active member to fill the unexpired term. Resignation should be in writing addressed to the *SHIA* Board. The President and appropriate Board member(s) shall determine if a replacement is indicated based on duties left to perform in the assigned position and time left for that vacancy. If a replacement is not indicated, the *SHIA* President may exercise his/her

power of discretion to not fill the vacancy.

- 7.3 Any Director may be removed from Office with or without cause by a majority vote of the Active and Honorary members present at a regular or special membership meeting.
- A. Such meetings shall require written notice to all Active and Honorary members. The notice shall give the place, date, and time of the meeting and shall provide 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.
  - B. 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.
- 7.4 The duties of members of the Board of Directors shall in general be in accordance with *CHIA* Bylaws.
- A. The President shall serve as a member of the *SHIA* Board of Directors, and shall preside at all meetings of the *SHIA members* and the Board of Directors and shall appoint members and Chairs of Standing Committees, the *SHIA* representative to the *CHIA* Nominating Committee, shall be ex-officio member of all Committees except the Nominating Committee, and shall perform such other duties as the Board of Directors may from time to time determine. The President shall transmit the names of the elected Delegates and alternates to the *CHIA* Executive Office at least sixty (60) days prior to the *CHIA* State Convention. The President shall be first delegate to the *CHIA* House of Delegates.
  - B. The President-elect shall serve as a member of the *SHIA* Board of Directors, shall familiarize herself/himself with the functions of and serve as an aide to the President and shall 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 vote of the Board of Directors. The President-elect shall be the second delegate to the *CHIA* House of Delegates.
  - C. The Secretary shall serve as a member of the Board of Directors and keep a permanent record of the meetings of *SHIA* and submit such records for approval at the following meeting of the respective group, shall maintain the official correspondence of the *SHIA* under the direction of the President, shall subscribe the minutes of the meetings of the *SHIA* and the Board of Directors and preserve such minutes, shall prepare and give, or cause to be prepared and given, in the manner prescribed, by these Rules and Regulation notices of all such meetings, shall perform such other duties as the Board of Directors may from time to time determine.
  - D. The Treasurer shall serve as a member of the *SHIA* Board of Directors and have charge of all funds belonging to *SHIA*, shall keep and deposit, or cause to be kept and deposited, the same for or on behalf of the *SHIA* in a bank, savings and loan association, or other responsible financial

institution to be designated by the *SHIA* Board of Directors, shall make, or cause to be made, such financial reports as may be requested by the President. The Treasurer shall prepare and forward a monthly financial report to the President of *SHIA*.

E. Immediate Past President Director shall advise the President as necessary; serve as a member of the Board of Directors and perform special duties as decided by the Board of Directors of the *SHIA*.

## **VIII. RECORDS RETENTION**

8.1 The Secretary shall electronically mail minutes of each meeting to *CHIA*. Records of *SHIA* BOD meetings will be maintained by *CHIA* for ten (10) years.

8.2 The Treasurer shall maintain financial records for the retention period as prescribed by *CHIA* for five (5) years.

8.3 The Chair of each standing Committee shall maintain minutes for the retention period as prescribed by *CHIA* for the current and previous year.

## **IX. STANDING COMMITTEES/FUNCTIONS:**

9.1 The *SHIA* shall have the following Standing Committees/functions and such other Special Committees as the Board of Directors may create.

9.2 A majority of members of any Committee shall constitute a quorum. The act or vote of a majority of the Committee members present at meeting at which quorum is present shall constitute the act or vote of the Committee.

A. Rules and Regulations Committee. The Rules and Regulations Committee shall consist of a Chair appointed by the President and two members selected by the Chair and approved by the President. This Committee shall receive all proposed changes or revisions to the Rules and Regulations. Proposed changes or revisions of the Rules and Regulations must be submitted to the *CHIA* Board of Directors for approval prior to being submitted to the *SHIA* for adoption.

B. Program/Continuing Education Committee. The Program/ Continuing Education Committee shall consist of at least two members, one of whom is appointed each year by the President for a two-year term. The Chair shall be appointed annually by the President. The duties of this Committee shall be to: coordinate, advise and lend assistance in the organization of educational programs and workshops designated to provide opportunities for furthering the education and broadening the scope of personnel employed in the health information field; perform other duties pertaining to continuing education as they occur and are assigned by the *SHIA* Board of Directors or the President.

C. Nominating Committee. The Nominating Committee shall be comprised of a Chair and at least two other members, appointed annually by the President. The duties of this Committee shall be to prepare a list of nominees for the *SHIA* officers and for Delegates to the *CHIA* House of Delegates. The specific duties of this Committee shall be delineated in the Policy and Procedural Manual of *SHIA*.

- D. Finance Committee. The Finance Committee shall be a subcommittee of the Board of Directors and shall include the Treasurer/Chief Financial Officer and the President-elect who shall serve as Chair. This Committee shall prepare financial statements for the membership at regular meetings for information.

- 9.3 Active and Honorary members shall be eligible to be appointed as Committee Chair. Student and Corporate Designee members may be appointed as members of Committees.

**X. FINANCES:**

- 10.1 The fiscal year of this Association shall be from July 1 of any year through June 30 of the following year.

- 10.2 The financial record of this Association shall be kept according to the methodology approved by the *CHIA* Board of Directors. (See guidelines below for handling bank accounts). The financial records shall be submitted semi-annually to the *CHIA* Executive Director for review. This Association must submit the financial records by the announced deadline, or this Association will be held responsible for any costs incurred as a result of said delay.

A. CHIA FINANCE GUIDELINES:

1. The *CHIA* Executive Director will sign on all *SHIA* accounts, annually, with access to the funds.
2. Executive Director will prepare and finalize the bank confirmation forms for *SHIA* annually.
3. *SHIA* shall not permit telephone transfer of funds to any bank account.
4. A monthly financial report shall be prepared and forwarded to the President of *SHIA*.
5. *SHIA* shall require two signatures on checks in excess of \$500, as defined by the *SHIA* Board of Directors.
6. *SHIA* shall require two signatures on movement of funds in excess of \$500, as defined by the *SHIA* Board of Directors.

- 10.3 Income and Expenditure of funds:  
Reference: *CHIA* Bylaws 10.3

- A. Control. No *SHIA* officer, committee member, delegate or other member shall expend monies or contract for expenditure of monies except by authorization of the *SHIA* Board of Directors. Documentation in the *SHIA* Board of Directors minutes must include the purpose of the expense and details regarding the intended use of the funds. Unexpended balances remaining in the budget allotment at the end of the business year are automatically canceled.
- B. Income and Expenses. Income and Expenses shall be documented as prescribed by the *CHIA* Chart of Accounts.

- C. Earnings. No part of the net earnings of the *SHIA* shall be distributable to members or Officers of this Component Local Association, *SHIA*, nor accrue to the benefit of any individual.
- D. Goal. The financial goal of *SHIA* shall be to have cash assets equal to (1) times the annual operational expense.

## **XI. PARLIAMENTARY AUTHORITY:**

Reference: *CHIA* Bylaws Article XIII

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

## **XII. AMENDMENTS:**

- 12.1 Prior to implementation, Rules and Regulations must be submitted to the *CHIA* Board of Directors for approval. Any changes or revisions must be submitted to the Chair of the *CHIA* Bylaws Committee and the *CHIA* Board of Directors for approval.
- 12.2 Proposed revisions will be posted on the CLA's webpage on the *CHIA* website for a minimum of ten (10) business days. The *SHIA* Board of Directors shall provide notice to the *SHIA* members that the revisions are posted. This notice will be provided to members by Blast e-mail and/or published in the *SHIA* newsletter. The notice will advise the members that:
  - A. Amendments to these Rules and Regulations may be proposed by any Active or Honorary member of *SHIA*, the Rules and Regulations Committee, or the *SHIA* Board of Directors.
  - B. The revisions will be considered ratified as of ten (10) days following the end of the ten (10) day posting period unless substantial objections are raised by the members.
  - C. The *SHIA* Board of Directors will review the responses and consider changes as appropriate.
  - D. The *SHIA* Board of Directors will publish the final Rules and Regulations on the *SHIA* webpage on the *CHIA* website.
- 12.3 These Rules and Regulations shall conform with the revisions governing Component Local Associations as provided for in the *CHIA* Bylaws and in the *CHIA* Policy and Procedure Manual.

*Reviewed by the CHIA Bylaws Committee February 2008.*