

# SOUTHERN CALIFORNIA HEALTH INFORMATION ASSOCIATION

## RULES AND REGULATIONS

Approved by *SCHIA* Board of Directors: December 2016

Reviewed by *CHIA* Board of Directors: December 2016

Ratified by Membership:

### I. NAME:

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

### II. PURPOSE AND GEOGRAPHIC BOUNDARIES:

2.1 The purpose of the *SCHIA* 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 Section III.

2.2 The *SCHIA* shall include the counties of Los Angeles, Ventura, Santa Barbara, and San Luis Obispo.

### III. MEMBERS:

3.1 As defined by the Bylaws of the *CHIA*, there shall be six (6) classes of membership within the *SCHIA*, i.e., Active (Active Registered and Active Accredited); Associate; Student; Inactive; Honorary; and Corporate. (*CHIA* Bylaws: Article III, Section 3.1, subsections [A], [B], [C], [D], [E], and [F]).

3.2 Application for membership and initial dues shall be in accordance with *CHIA* Bylaws: Article III, Section 3.2.

3.3 No person may be a member in good standing of the *SCHIA* unless he is first a member in good standing of the American Health Information Association (*AHIMA*) and the *CHIA*. (*CHIA* Bylaws: Article III, Section 3.3.)

3.4 Non-credentialed member: Any person who is interested in *SCHIA* and is non-credentialed may apply for membership in *SCHIA*. Non-credentialed members shall possess none of the right and privileges of other classes of membership. A non-credentialed member in good standing 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 Delegate to the *CHIA*.

3.5 Termination of Membership and Resignation, Reinstatement and Transfer of Membership shall be in accordance with *CHIA* Bylaws: Article III, Section 3.4 and 3.6.

IV. MEETING OF MEMBERS:

4.1 Frequency and time of meetings shall be as follows: determined by the Board of Directors of the *SCHIA* on an annual basis.

4.2 The methodology by which each member shall receive notice of each meeting is mail. (*CHIA* Bylaws: Article IV, Section 4.3.)

V. STATE REPRESENTATION: (Delegates to *CHIA* House)

5.1 The *SCHIA* shall be represented in the House of Delegates of the *CHIA* in accordance with the *CHIA* Bylaws: Article V, Section 5.3.

5.2 Only Active members in good standing shall be eligible to serve as Delegates to the *CHIA* House of Delegates. Automatic Delegates include President, President-elect, Secretary and Treasurer. . President shall be the first Delegate and the President-elect shall be the second Delegate when the *SCHIA* Installation is before the *CHIA* House of Delegates. If the *SCHIA* Installation is after the *CHIA* House of Delegates, the President-elect shall serve as the first Delegate and the immediate Past President Director will be the second Delegate.

A. Nominations for additional Delegates shall be made by the Nominating Committee (Committees/ functions) from among the Active members in good standing as of December 31.

B. Election shall be by mail ballot or fax of the Active members in good standing. The ballot shall indicate the membership classification of each nominee.

C. A plurality of the votes cast shall elect. The one (1) receiving the next highest number of votes shall be sent as an alternate if a Delegate is unable to serve for any reason. Ties shall be decided by lot by the Credentials Chair at the time of tabulation of the ballots.

D. The names of elected Delegates and alternates shall be submitted to the *CHIA* Executive Office at least sixty (60) days prior to the *CHIA* State Convention.

VI. BOARD OF DIRECTORS:

6.1 The Board of Directors of the *SCHIA* shall consist of the President, President-elect, Secretary, and Treasurer. The Immediate Past President Director shall serve on the Board of Directors. There shall be a standard term of office for this Association of one (1) year, except for the Treasurer which shall be for two (2) years (effective 1994).

6.2 The Board of Directors of the *SCHIA* shall be responsible for the conduct of the business of this Association and shall be responsible to the *CHIA* for the function of the Association and for fulfilling any requirements of the *CHIA*.

6.3 The Board of Directors shall meet at least two (2) times per year or as often as necessary.

6.4 Members of the Board of Directors shall receive notice of special meetings in accordance with *CHIA* Bylaws: Article VI, Section 6.3.

6.5 Quorum and Manner of Acting shall be in accordance with *CHIA* Bylaws: Article VI, Section 6.4.

VII. OFFICERS:

7.1 The Qualification and Election shall be in accordance with *CHIA* Bylaws: Article VII, Section 7.4 and 7.6.

A. Election of the Board of Directors of the *SCHIA* 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 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 at least fifteen (15) days prior to the due date for announcement of election results. Ties shall be decided by lot at the time ballots are tabulated. The date by which election results shall be announced will be the date established by *CHIA*. The officers shall assume office July 1.

7.2 Resignation and Vacancies from the Board of Directors shall be as follows:

A. Vacancies: Vacancies in any Office of the Board of Directors, except for the President or President-elect, shall be filled until the next election of such members by the affirmative vote of a majority of the remaining members of the Board of Directors then in office.

B. In the event of death, resignation or disqualification of the President, the President-elect then in office will assume the title and duties of President.

C. In the event of death, resignation, or disqualification of the President-elect more than ninety (90) days prior to assuming Office of President, the Office of President shall be filled by a general election. (*CHIA* Bylaws Article VII, Section 7.6.)

D. In the event of death, resignation or disqualification of the President-elect less than ninety (90) days prior to assuming Office of President, the Office of President shall be filled until the next election by the affirmative vote of a majority of the remaining members of the Board of the Directors then in office.

7.3 Removal: Any Director may be removed from Office with or without cause by a majority vote of members present at a regular or special membership meeting. Such meetings shall require written notice to all members which complies with the time limits and mailing requirements of *CHIA* Bylaws Article IV, Section 4.3.

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 (1) 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: Article VII, Section 7.7, subsections (a) and (b).

A. President: (1) Presides at all meetings of the Association and at the Board of Directors' meetings; (2) Appoints Committee Chairs; (3) Serves as an ex officio member of all Committees except the Nominating Committee; (4) Calls special meetings of the Board of Directors where necessary; (5) Guides Chairs to see that the duties and projects are performed and deadlines met within the framework of these Rules and Regulations; (6) Serves as a Delegate to the *CHIA* House of Delegates; (7) Signs checks in the absence of the Treasurer; (8) Co-signs checks for over \$1,000; **(9) Serves as this Association's representative to the Hospital Council of Southern California;** (10) In the absence of the Secretary at any Board meeting, assigns the responsibilities for taking the minutes to any Board member or Committee Chair present. (11) Serves one (1) year on the Board of Directors immediately following term as President; (12) Performs special duties as decided by the Board of Directors of

*SCHIA*.

B. President-elect: (1) Serves as a member of the Board of Directors; (2) Serves as a Delegate to the *CHIA* House of Delegates; (3) Serves as an aide to the President; (4) Assumes the duties of the President in the President's absence or inability to act; (5) Appoints Committee Chair for Presidential term; (6) Orders outgoing President's gift; (7) Selects and invites the Installing Officer to Installation Meeting; (8) Notifies the *CHIA* President of the names and addresses of Officers and Committee Chair for the Presidential term; (9) Serves as a member of the Budget and Finance Committee; (10) Serves as Chair of the Rules and Regulations Committee; (11) Serves as an ex-officio member of the Nominating Committee; (12) Performs special duties as decided by the Board of Directors of the *SCHIA*.

C. Secretary: (1) Prepares and distributes as directed by the Board of Directors' minutes, membership listing, notices and correspondence; (2) Serves as a member of the Board of Directors; (3) Performs special duties as decided by the Board of Directors of the *SCHIA*; (4) Preserves minutes and retains according to guidelines in *SCHIA* procedure manual.

D. Treasurer: (1) The Treasurer shall prepare and forward a monthly financial report to the President of *SCHIA*; (2) Keeps financial records of the *SCHIA* and complies with all financial requirements of the *CHIA* including deadlines; (3) Deposits all monies received by the Association; (4) Prepares monthly and annual statement of receipts, disbursements and balance and presents it at Association meetings as directed by the Board of Directors; (5) Reconciles all bank statements as received; (6) Maintains check register for all checks written; (7) Signs checks for items approved in the budget and/or specifically approved by the Board; (8) Maintains financial files as directed by the Board of Directors; (9) Serves as Chair of the Budget and Finance Committee; (10) Serves as a member of the Board of Directors; (11) Performs special duties as a member of the Board of Directors; (12) Performs special duties as decided by the Board of Directors of the *SCHIA*.

E. Immediate Past President Director: (1) Advises the President as necessary; (2) Serves as member of the Board of Directors; (3) Revises the *SCHIA* Policy and Procedure manual; (4) Performs special duties as decided by the Board of Directors of the *SCHIA*; (5) Serves as an automatic Delegate to the *CHIA* House of Delegates.

F. *SCHIA* Officers shall be additionally charged with the responsibility of fulfilling *CHIA* requirements.

VIII. No Reference

IX. STANDING COMMITTEES/FUNCTIONS:

9.1 The *SCHIA* 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 -- Function: Revises Rules and Regulations as instructed by *CHIA* Bylaws Committee, assists Board of Directors and membership with proposed amendments. Chair is the President-elect. The members are appointed by the Chair for a one (1) year term and approved by the President. The President is an ex officio member.

B. Education Committee -- Function: Plans educational programs and seminars; coordinates the registration, continuing education, and hospitality at each meeting. Two (2) Chairs (Co-Chairs) shall be appointed by the President. One (1) Co-Chair will be responsible for the general education of our members and the other Co-Chair shall direct all coding and clinical data management education. The Co-Chairs and their subcommittees will coordinate all educational programs. In addition the Co-Chairs shall coordinate the vendor support for the meetings with the Chairs of the Special Events Committee and Public Relations Committee. The members shall be appointed by the Co-Chairs and the President for an one (1) year term. The President is an ex officio member.

C. Nominating Committee -- Function: Prepare and mail *SCHIA* ballot with slate of nominees for Officers and Delegates to the *CHIA* State Convention. Chair is appointed annually by the President and is selected if possible, from members who have previously served on this Committee. The Chair will also serve as the member of the *CHIA* Nominating Committee (this is no longer the rule, the *CLA* President-elect is automatically a member of *CHIA*'s Nominating Committee). The members of the *SCHIA* Nominating Committee are appointed by the President and Nominating Committee Chair for an one (1) year term. The President-elect shall serve as an ex-officio member.

D. Budget and Finance -- Function: Prepare budget. Chair is the Treasurer. Members are President-elect, Immediate Past President Director, and the Immediate Past Treasurer when the two year change over occurs. The President is an ex officio member.

E. Credentials Committee -- Function: Validates and counts ballots, notifies President, Treasurer, Secretary, *CHIA*. Chair is appointed annually by the President. The members are appointed by the Chair for a one (1) year term and approved by the President. The President is an ex officio member.

F. Special Events Committee -- Function: The Committee shall select the site of the Holiday Party and obtain Board approval. The Committee shall also coordinate and plan the Installation meeting and additional special events as designated by the Board. Actively participate in and assist with the *CHIA* State Convention as assigned. Chair is appointed annually by the President. The members are appointed by the Chair for a one (1) year term and approved by the President. President is an ex officio member.

G. Procedures Committee -- Function: Revises procedure manual and distributes to Officers and Chair. The Chair is the Past President Director and the member is the President-elect. The President is an ex officio member.

H. Public Relations -- Function: Responsible for PR activities for *SCHIA* and assist the District SHAPER with recruitment activities, welcome new members to the Local association, conduct PR projects as established by the Board and serve as the reporter to the monthly *CHIA* publication. Chair is appointed annually by the President, the members shall be appointed by the Chair for a one (1) year term and shall be approved by the President. The President is an ex officio member.

I. SHAPER -- Function: Responsible for recruitment program in *SCHIA* boundaries which shall include providing career counselors with information on the health information management profession, contacting students and other interested parties who express an interest in health information management and other goals defined by *CHIA* Board of Directors. The Chair shall be appointed by the President and shall serve a twelve (12) month term beginning in September of each year. The members shall be appointed by the Chair for a one (1) year term and shall be approved by the President.

9.3 Active members in good standing shall be eligible to be appointed as Committee Chairs. Associate members may be appointed as members of Committees. (*CHIA* Bylaws: Article IX, Section 9.9.)

X. FINANCE:

10.1 The fiscal year of this Association shall be from July 1 of any year through June 30 of the following year. (*CHIA* Bylaws: Article XII, Section 12.1.)

Review to make sure this section is insync with CHIA policies and procedures re: Finance Guidelines.

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 on a fiscal year basis to the Treasurer/Financial Officer of the *CHIA* for auditing. 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 Executive Director shall sign on all *SCHIA* accounts, annually, without access to the funds.
2. Executive Director will prepare and finalize the bank confirmation forms for *SCHIA*, annually.
3. *SCHIA* 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 *SCHIA*.
5. *SCHIA* shall require two (2) signatures on checks in excess of Five-hundred (\$500) Dollars, defined by the *SCHIA* Board of Directors.
6. *SCHIA* shall require two (2) signatures on movement of funds in excess of five-hundred (\$500) Dollars, defined by the *SCHIA* Board of Directors.

10.3 Income and Expenditure of funds:

A. Control. No Officer or Committee shall expend any money not provided in the budget allotment except by approval of the Board of Directors. (See *CHIA* Bylaws: Article XIII, Section 13.3.) (See above guidelines.)

B. Income and Expenses. Income and Expenses shall be documented as prescribed by the *CHIA* Chart of Accounts. (See *CHIA* Bylaws: Article XIII, Section 13.3.) (See above guidelines.)



C. Earnings. No part of the net earnings of the *SCHIA* shall be distributed to members or Officers of this Component Local Association, *SCHIA*, nor accrue to the benefit of any individual (see *CHIA* Bylaws: Article XIII, Section 13.3).

#### XI. PARLIAMENTARY AUTHORITY:

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 Any member in good standing of the *SCHIA* may submit proposed changes to these Rules and Regulations to the Rules and Regulations Committee and/or the Board of Directors. As elected representatives of the Association members, the Board of Directors may approve the Rules and Regulations prior to sending them to the membership for ratification.

12.3 These Rules and Regulations shall automatically conform to any provision of the Bylaws of the *CHIA*.

Approved: *CHIA* Bylaws Committee 1/10/96