



SOUTHWEST OHIO HEALTH INFORMATION MANAGEMENT ASSOCIATION (SWOHIMA)

Constitution and Bylaws



MVHIMA: Adopted July 23, 1953

Reviewed/Revised

May 1967	July 1974	March 1982	September 1984	January 1987
January 1988	January 1989	January 1990	January 1991	January 1992
March 1992	March 1993	March 1994	March 1996	March 1997
September 2001	March 2003	March 2004	May 2005	October 2009
April 2011	April 2015	June 2018	June 2019	April 2022

SWOHIMA: Adopted March 20, 2023

Reviewed/Revised

March 2023	May 2026			
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Constitution

Article I

Name

The name of this regional association of the Ohio Health Information Management Association (OHIMA) shall be the Southwest Ohio Health Information Management Association (SWOHIMA).

Article II

Purpose

The purpose of this Association shall be to promote the art and science of the Health Information Management profession; to provide a means of communication and exchange of ideas; and to promote and conduct continuing education activities.

Article III

Membership

The membership shall consist of those actively engaged in the healthcare field.

Article IV

Officers

Section 1. The officers shall be President, President-Elect, Membership Director, Treasurer, and Professional Image & Networking Director. The President and President-Elect shall be members of AHIMA.

Section 2. These officers, with the chairperson of all committees, shall constitute the Executive Committee. All officers shall be active members in good standing in this Association.

Article V

Meetings

Section 1. The membership educational meetings shall be held a minimum of twice a year (Fall and Spring). At both meetings, there will be a General Membership update and report from the Board of Directors to conduct general business for the Association.

Section 2. A quorum shall be established by the Constitution and By-Laws committee on an annual basis.

Section 3. Robert's Rules of Order shall govern all meetings.

Article VI

Amendments

The Constitution or By-Laws may be amended at any regular meeting by a two-thirds vote of the voting members. All proposed amendments shall be in the possession of the President-elect at least two weeks before the date of the Spring Seminar meeting, after having been studied by the Constitution and By-Laws Committee for presentation and vote.

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ByLaws

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Article I

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Article II

Purpose

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Article III

Membership

Section 1. Active: The active members of this Association shall be those members who have an interest in the Health Information Management profession. Active members, after one year of membership in good standing, are eligible for election to the SWOHIMA Executive Board of Directors. Good standing is defined as having on file with the association a completed and up-to-date membership application and having paid all membership dues through, at least, the current membership year.

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Section 2. Honorary: Any person who is an honorary member of this Association as of the date of adoption of these bylaws and any person who received honorary membership in OHIMA shall be an honorary member of this Association. Any person, who made a significant contribution to health information management science or rendered distinguished service in the health information profession, or its related fields, may be awarded honorary membership in SWOHIMA by the Board of Directors. These members shall be exempt from dues. An honorary member may hold no other class of membership in SWOHIMA.

Section 3. Corporate Sponsor: A Corporate Sponsor is a business that sponsors a SWOHIMA education seminar. Corporate sponsors are given the privilege of having their business name identified as a corporate sponsor on the SWOHIMA website and attending the seminar that they sponsor. Corporate Sponsors may not hold an office or be appointed to any director or project leader position on the SWOHIMA Board of Directors.

Section 4. Student: An individual who is formally enrolled in a program for Health Information Management Administrators or Technicians at any CAHIIM (Commission on Accreditation for Health Informatics and Information Management) accredited two- or four-year college in Southwest Ohio, or who resides in Southwest Ohio and is formally enrolled in a program in another area and selects this Regional Association is eligible to be a student member of this association. Students shall have all rights and privileges of membership but shall have no voting rights. Student members may not hold any position on the Executive Board of Directors; however, they may hold a position on the Full Board of Directors through volunteering or being appointed to serve as a Project Leader under any of the Directors. Students enrolled in a coding certificate program are ineligible to join SWOHIMA as a student member; however, they are eligible to join as an active member.

Section 5: Application for Membership: The Membership Strategy Director will develop and maintain the SWOHIMA membership application. Any changes must be approved by the Board of Directors. Membership applications will be made available through the SWOHIMA Regional Association on the OHIMA webpage ([https://ohima.org\(Southwest.com\)](https://ohima.org(Southwest.com))). The total amount of annual dues must accompany all membership applications through the online payment platform.

Section 6: Membership Enrollment Period: The SWOHIMA membership year shall be from September 1 of one year to August 31 of the following year. To be considered an active member for the current membership year, the application and dues must be submitted during the current membership year, unless submission falls under Article XIII of these bylaws.

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Section 7: Cessation of Property Interest: All rights, title, and interest, both legal and equitable of a member in and to the property of the Association shall cease in the event of either of the following:

- a. the member's resignation or death
- b. forfeiture of membership or expulsion

Article IV

Officers

Section 1: Officers: The Officers of this Association shall be a President, President-Elect, Treasurer, Membership Director, Professional Networking and Communication Director. Fall Seminar Director and Spring Seminar Director are appointed. All Officers shall be Active members in good standing. These Officers shall constitute the Executive Board of Directors and shall hold voting rights.

Section 2: Election of Officers: The President-Elect, Treasurer, and two Directors shall be elected by ballot by the SWOHIMA membership. The two Seminar Directors shall be appointed by the President. The results of the election shall be announced via email blast by the President and also made available on the SWOHIMA website (<https://ohima.org/southwest-ohio>). The President-Elect serves a two-year term, the second year assuming the position of President. The Treasurer serves a two-year term and all other Director positions serve a one year. The term for officers begins on July 1 of one year and ends on June 30 of the following year, by the Association's fiscal year.

Section 3. Voting for Officers: Voting shall be conducted via the Internet with the assistance of OHIMA. The list of nominees with their information for voting and a link for the ballots are on our regional webpage on the OHIMA website. Instructions on voting shall be distributed to the membership via email blast by the President and also made available on the SWOHIMA webpage (<https://ohima.org/southwest-ohio>). After the election occurs, the new officers will be notified at least 30 days before the start of the fiscal year (July 1). Each member may only vote once and membership status must be confirmed for the ballot to be counted. Elections shall be by plurality of votes cast by the active members in good standing. In case of a tie, the election shall be decided by lot.

Article V

Board of Directors

The Executive Board of Directors shall consist of elected Officers and appointed Directors. A student, in their last year of school for each local CAHIM (Commission on Accreditation for Health Informatics and Information Management) accredited two- or four-year college, who has been elected by class members or appointed by the faculty, and at the discretion of the Executive Board of Directors, may serve as a non-voting Student Liaison on the Full Board of Directors.

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Meetings of the Board of Directors may be called at the discretion of the President or a majority vote of the board members to transact any business which may arise. Meetings may be held in person, by teleconference, or other electronic means.

Members of the Executive and Full Board of Directors are considered Active members for the year in which they serve and have their membership dues waived for that year.

Members of the Executive Board of Directors, in good standing, are entitled to having their registration fee waived for any SWOHIMA-sponsored educational seminars for the association year in which they serve. At the discretion of the Executive Board of Directors, members of the Full Board of Directors, in good standing, may be entitled to having their registration fees waived for any SWOHIMA-sponsored educational seminars for the association year in which they serve. The "good standing" status is determined based on the discretion of the President with input from the President-Elect and two additional executive board members. Good standing is based on attendance at Board meetings, SWOHIMA-sponsored events, and/or contributions to strategies and/or projects.

Article VI Duties of Officers

Section 1. President: Except as otherwise provided, the President shall preside at all meetings of the Association and shall appoint two Seminar Directors. The President shall serve as a member of the Board of Directors and also chair the Board of Directors. The President shall be responsible for the advisory/leadership strategy and serve as an ex-officio member of the OHIMA Board of Directors.

Section 2. President-Elect: The President-Elect shall serve as a member of the Board of Directors and shall preside over all functions in the absence of the President. The President-Elect will also be responsible for the advocacy strategy, review and revision of the bylaws, and preparing and counting of the ballots.

Section 3. Treasurer: The Treasurer shall serve as a member of the Board of Directors and shall keep a record of the accounts of the Association. The Treasurer shall render written monthly and annual reports (including an annual fiscal year audit). The Treasurer is responsible for filing yearly income tax and maintaining tax-exempt status for the organization. The Treasurer shall be responsible for the financial strategy. The Treasurer shall appoint Project Leaders as necessary to carry out activities of the assigned strategy.

Section 4. Directors: There shall be two elected and two appointed Directors. The President will assign one strategy to each of these Directors. Each Director will be responsible for fulfilling the duties of the strategy for which they are

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assigned. Each Director shall appoint Project Leaders as necessary to help carry out the activities of the assigned strategy.

Section 5. Student Liaisons: Student Liaison members shall be considered as members of the Full Board of Directors with no voting rights and shall serve as a liaison between their school and the Full Board of Directors. The Student Liaison(s) will be responsible for fulfilling the duties of the strategy for which they are assigned. They shall sit on their school's HIM Advisory Board to report any pertinent information from the Full SWOHIMA Board of Directors to their school's Board as well as report back to the SWOHIMA Board on any pertinent information from their school. Additionally, at the discretion of the President, Student Liaisons will serve as Project Leaders for any assigned student projects.

Article VII

Bylaws

Bylaws shall be reviewed annually by the Executive Board of Directors. Revisions shall be presented to the membership during a general membership meeting held at one of the educational seminars or via email blast by the President, or their designee, for review. All bylaw changes shall be approved by the Association Membership except for grammatical and formatting changes which shall only require a majority vote of the current Executive Board members. After the adoption of any bylaw changes, the President-Elect shall prepare and make available for download and review, the current bylaws on the OHIMA SWOHIMA webpage (<https://www.ohima.org/southwest-ohio>).

Article VIII

Meetings and Educational Seminars

Meetings of the Association shall be called to order as either a General Membership meeting or as a Board of Directors meeting.

Section 1. General Membership Meetings: General membership meetings will be held at least twice a year. The voting body at all General Membership meetings will consist of Active members in good standing.

Section 2. Executive and Full Board of Directors Meetings: Meetings of the Board of Directors shall be called to order at the discretion of the President or a majority vote of the Executive Board members to transact any business which may arise, no less than 4 times a year and shall be comprised of either the Executive Board members or with Full Board members. At all Executive or Full Board meetings, the voting body shall consist of only Executive Board members in good standing.

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Section 3. Educational Seminars: The Association shall sponsor a minimum of one educational seminar per year under the direction of the Seminar Strategy. Educational Seminars may be combined with a General Membership meeting. Topics eligible for Board of Directors approval must pertain to one or more of AHIMA's Core Educational Content Areas.

Section 4. Business by Email/Telephone: Matters requiring action between meetings of the Board of Directors, which in the opinion of the President do not warrant a called meeting, may be decided by email or another mode of transmittal vote. All such actions shall be ratified at the next meeting.

Article IX

Death, Incapacity, Resignation, or Removal of Officers

Section 1. Resignation: Any Officer may resign at any time by submitting their written resignation to the Board of Directors, but such resignation shall not become effective until accepted by the Board of Directors.

Section 2. Removal: Any Officer or Director may be removed from office by a 2/3 vote of the Board of Directors whenever, in their judgment, the best interest of the Association will be served by such action. Such an Officer or Director shall be able to request an Appeal Committee composed of the local Association membership. A 2/3 vote is required to uphold the decision of the Board. If the removal is undisputed or upheld by the Appeal Committee, such removal from office shall become effective on the date of written notification to said Officer or Director, and the membership shall be notified by the Executive Board of Directors.

Section 3. Vacancies: In case of death, incapacity, resignation, or removal of any Officer or Director during their term of office, the vacancy shall be filled by vote of the Board of Directors. In the event of death, incapacity, resignation, or removal of the President-Elect before assuming the office of President, an elected Director shall assume the position of President-Elect by a vote of the Board of Directors for the unexpired term and shall assume the office of President at the close of the fiscal year. If an elected Director cannot assume the role of the office of President, another Board member or any other member may be chosen by a vote of the Board of Directors. The vacancy thus created in the office of the Director shall be filled by vote of the Board of Directors at the discretion of the President.

Article X

Strategies

Section 1. Strategy, Assignment, and Definition: The strategies of the Association shall be as follows:

1. Advisory/Leadership

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2. Advocacy
3. Financial
4. Fall Seminar
5. Spring Seminar
6. Membership
7. Professional Image/Networking

The President shall assign strategies based on elected and appointed positions.

Section 2. Project Leaders: Project Leaders shall be responsible for carrying out the duties required by their assigned projects. Project Leaders may appoint such a number of members as necessary to assist them in the performance of their assignment.

Article XI

Majority Rule

A majority of the members present shall rule on any issue.

Article XII

Fiscal Year

The fiscal year of this association shall be from July 1 of one year to June 30 of the next year.

Article XIII

Dues for Active Members

The dues shall be determined by the membership and shall be payable to the "Southwest Ohio Health Information Management Association" and received here within the current membership year to be considered for membership. At the discretion of the President, with consideration from the Executive Board, membership dues may be accepted before the start of the next membership year for membership growth and marketing purposes.

Article XIV

Parliamentary Authority

Robert's Rules of Order, Revised, shall govern the meetings of this Association.

Article XV

Dissolution

This Association is organized under the Not-for-Profit Corporation Act of the state of Ohio and is organized for education purposes, and no part of its earnings shall inure the benefit of any private member, officer, or other individual. In the event of a dissolution of this Association, the net distribution assets (after all liabilities and obligations of the Association have been satisfied) shall be distributed to our CSA

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(Component State Association)- Ohio Health Information Management Association (OHIMA).