

**BYLAWS
OF THE
SASKATCHEWAN HEALTH INFORMATION
MANAGEMENT ASSOCIATION**

2011 - 2012

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ARTICLE 1 - NAME

The name of this organization shall be the Saskatchewan Health Information Management Association.

ARTICLE 2 - STATEMENT OF PURPOSE

The Saskatchewan Health Information Management Association (SHIMA) is comprised of Health Information Management Professionals whose objective is to promote the roles of these Professionals, to contribute to the wellness and the provision of quality healthcare through excellence in Health Information.

ARTICLE 3 - OBJECTIVES

- 3.1 The objectives of the Saskatchewan Health Information Management Association are to:
- a) Represent the profession on issues affecting the quality of Health Information Management services.
 - b) Provide and promote opportunity for professional development of the membership.
 - c) Liaise with governments on legislative matters, which impact upon Health Information Management services.
 - d) Interpret Health Information Management Services and increase awareness of the profession to the public.
 - e) Promote high standards of education for the profession.

ARTICLE 4 - MEMBERSHIP

4.1 Categories

4.1.1 Active Members

The Executive may admit as an *Active Member* any Health Information Management Professional whom:

- a) Is registered with the Canadian College of Health Information Management and/or is a graduate of an approved Health Information Services Program.
- b) Is employed in a Health Information Management position full time, part time, relief, on contract or on approved leave of absence in the province of Saskatchewan.
- c) Submits an application for membership, with the prescribed fee.

4.1.2 **Inactive Members**

The Executive may admit as an *Inactive Member* any person whom:

- a) May be registered with the Canadian College of Health Information Management.
- b) Is not actively employed.
- c) May be a Health Information Management Professional, or a graduate of an approved Health Information Services Program residing outside of Saskatchewan wishing to maintain membership in the Saskatchewan Health Information Management Association.
- d) Submits an application for membership, with the prescribed fee.

4.1.3 **Associate Members**

The Executive may admit as an *Associate Member* any person whom:

- a) Is employed in a related health field or who submits an application for membership, with the prescribed fee.
- b) Does not meet the qualifications of any other membership category.

4.1.4 **Honorary/ Retired Members**

The Executive may admit as an *Honorary/Retired Member* any person who has been recommended to the Executive and who has signified willingness to accept Honorary/Retired membership in the Association and has met the following criteria:

- a) Has been an Active, Inactive, or Associate member for 10 years.
- b) Made overall contributions to the Association that is worthy of honor.
- c) Honorary/Retired Membership shall be conferred at the Annual General Meeting as per Executive decision, and
- d) There shall be no prescribed fee for any Honorary/Retired Member.

4.1.5 **Student Members**

The Executive may admit as a *Student Member* any:

- a) Student in the province of Saskatchewan enrolled in a program recognized by the Canadian College of Health Information Management.
- b) There shall be no prescribed fee for a Student Member.

4.2 **Members Rights and Obligations**

4.2.1 The right to vote shall be extended to Active Members.

- 4.2.2 The right to hold Executive office or chair a committee shall be extended to any Active Member.
- 4.2.3 Inactive, Associate and Honorary/Retired members are eligible to serve as ex-officio members of committees.
- 4.2.4 Any member may withdraw from the Association at any time by written notice to the Association. Upon withdrawal, the member shall not be entitled to a refund of any portion of the fees paid.

4.3 Fees

- 4.3.1 The fee schedule shall be reviewed annually by the Executive and revisions approved by a majority vote of the membership at the Annual General Meeting.
- 4.3.2 Each member, with the exception of Student, Honorary/Retired, and Executive members, shall pay the membership fee annually. A member who fails to make this payment, to be postmarked by June 30th each year, shall be notified by the Secretary-Treasurer that if not paid within 30 days of the mailed notice, the member's name shall be struck from the membership list and considered to be in arrears.
- 4.3.3 The registration fee paid by new members shall be prorated on a quarterly basis.
- 4.3.4 New members will not be charged late fees.
- 4.3.5 Members in arrears may be reinstated by making an application in writing to the Secretary-Treasurer and by submitting the current registration fee with a penalty fee determined by the Executive.
- 4.3.6 Executive members who will be completing their term in office during the current fiscal year shall pay the current membership fee by the previous June 30th deadline. Executive Members who are gaining office but have already paid the current year's membership dues shall be reimbursed.

ARTICLE 5 - EXECUTIVE COMMITTEE

5.1 Organizational Structure

The affairs of the Association shall be managed by the Executive Committee, which shall consist of the following members:

- a) President
- b) President-elect
- c) Past President
- d) Secretary-Treasurer

e) Chairpersons of Standing Committees

- 5.1.1 The President-elect shall be elected by the members at the Annual General Meeting and shall hold office until the next Annual General Meeting.
- 5.1.2 In the event a President-elect is not elected the President, President-elect, and Past President shall have the option of holding office for one further term. Such an option shall be ratified at the Annual General Meeting.
- 5.1.3 The Executive members, excluding the Presidents, shall hold office for one year, but may extend the term for one further year with the approval of the Executive.
- 5.1.4 Provided there is a quorum in office the Executive Committee may fill any vacancy on the Executive for which a replacement cannot be found.

5.2 **Duties of the Executive**

5.2.1 **The President shall:**

- a) Preside over the Association and Executive.
- b) More specific duties are listed in the SHIMA Rules and Regulations section 3.1.

5.2.2 **The Past President shall:**

- a) Chair the Nominating Committee.
- b) More specific duties are listed in the SHIMA Rules and Regulations section 3.2.

5.2.3 **The President-elect shall:**

- a) Update the Bylaws and the Rules and Regulations of the SHIMA.
- b) More specific duties are listed in the SHIMA Rules and Regulations section 3.3.

5.2.4 **The Secretary-Treasurer shall:**

- a) Record minutes of all Executive Committees and Annual General Meetings and maintains minute books.
- b) Maintain an updated financial account ledger.
- c) More specific duties are listed in the SHIMA Rules and Regulations section 3.4.

5.2.5 **Chairpersons of a Standing Committee shall:**

- a) Have duties and responsibilities as determined by the President.

- b) Appoint their own Committee members and submit these names to the Secretary-Treasurer.
- c) Be responsible to ensure committee duties are completed.

ARTICLE 6 - STANDING COMMITTEES

6.1 The following Standing Committees shall consist of members of the Association:

6.1.1 The Finance Committee shall:

- a) Provide guidance to the Executive regarding revenue and expenditures.
- b) More specific duties are listed in the SHIMA Rules and Regulations section 3.5.

6.1.2 The Nominating Committee shall:

- a) Recruit candidates for all vacant positions.
- b) More specific duties are listed in the SHIMA Rules and Regulations section 3.6.

6.1.3 The Convention Planning Committee shall:

- a) Prepare and arrange a program for the AGM and Education Session with the approval of the Executive.
- b) More specific duties are listed in the SHIMA Rules and Regulations section 3.7.

6.1.4 Publications, Publicity and Public Relations shall:

- a) Be responsible for publishing and distributing a minimum of four issues of "For the Record" in a timely fashion.
- b) More specific duties are listed in the SHIMA Rules and Regulations section 3.8.

6.1.5 The Professional Development Committee shall:

- a) Promote opportunities for continuing education within the Association.
- b) More specific duties are listed in the SHIMA Rules and Regulations section 3.9.

ARTICLE 7 - MEETINGS

7.1 Meetings of the Executive

- 7.1.1 The President shall advise the Executive by agenda of the time and place of meetings at least ten days prior.
- 7.1.2 The recommended number of meetings should be at least four Executive meetings each year. The method used to carry out the meetings is at the discretion of the President.
- 7.1.3 The Secretary-Treasurer shall submit within three weeks of each Executive meeting a copy of the minutes to Executive members.
- 7.1.4 The Secretary-Treasurer shall submit within two weeks of the Annual General Meeting, the minutes and pertinent reports to the Chairperson of the Publications, Publicity and Public Relations Committee for publishing in the newsletter.

7.2 Time and Place of Annual General Meeting

- 7.2.4 There shall be an Annual General Meeting of the Saskatchewan Health Information Management Association.
- 7.2.5 The Executive shall determine its occurrence.
- 7.2.6 Notice of the meeting shall be given a minimum of four weeks prior to the established date.

7.3 Provisions for Special Meetings

- 7.3.4 The President, a majority of the Executive, or any ten voting members, may call special meetings.
- 7.3.5 The call for any special meeting must state the business to be transacted and no business shall be transacted except that stated in the call.
- 7.3.6 The President or her delegate must be present.
- 7.3.7 Special meeting notification shall be mailed to the membership ten days prior to the meeting and shall state the business at hand.

ARTICLE 8 - QUORUM

- 8.1 Twenty percent of Active members must be present at the Annual General Meeting or special meeting to constitute a quorum.

8.2 A quorum of the Executive shall consist of at least five members.

ARTICLE 9 - VOTING

9.1 The election of the President-elect shall be by majority vote at the Annual General Meeting.

9.2 All other motions at a meeting of the Association shall be decided by a majority of the votes of Active members present. The method of voting shall be decided upon the meeting.

9.3 Eligibility to vote at any meeting shall be determined by proof of Active membership.

9.4 In the event of lack of quorum, proxy voting will be accepted.

ARTICLE 10 – KATHY MARCOTTE AWARD

10.1 Each year nominations for the Outstanding Member Award will be reviewed by the Executive and the award will be given to the individual who meets all of the criteria.

ARTICLE 11 - ALICE RUBILEE AWARD

11.1 Each year an individual from the SIAST HIM program shall be selected to receive the Alice Rubilee Award based on academic achievement and on the approval of the Professional Development Committee.

ARTICLE 12 - REQUESTS FOR USE OF SHIMA LOGO

12.1 All requests for using the SHIMA logo must be approved by the Executive.

ARTICLE 13 - CORPORATE SPONSORSHIP

13.1 The Past President is Responsible for carrying out the corporate sponsorship duties each year.

ARTICLE 14 - RULES OF ORDER

- 14.1 All meetings of the Association shall be conducted according to the latest edition of *Robert's Rules of Order*.

ARTICLE 15 - AMENDMENTS TO BYLAWS

- 15.1 Notice of request for proposed amendments must be submitted in writing to the President-elect at least six weeks prior to the Annual General Meeting.
- 15.2 Such amendments to the Bylaws shall be approved by the Executive at least three weeks prior to presentation to the membership at the Annual General Meeting.
- 15.3 The Bylaws may be amended at the Annual General Meeting by a quorum of Active members present.
- 15.4 Upon adoption by the membership, the Bylaws shall be submitted to the Canadian Health Information Management Association (CHIMA)

ARTICLE 16 - FISCAL YEAR

- 16.1 The fiscal year of the Association shall be July 1 to June 30.

ARTICLE 17 - INTERPRETATION

- 17.1 Where any word is used in these Bylaws or any amendments thereof importing the female gender, the same shall include the male gender unless the context clearly provides otherwise.

