

**RULES & REGULATIONS
OF THE
SASKATCHEWAN HEALTH INFORMATION
MANAGEMENT ASSOCIATION**

2011 - 2012

RULES AND REGULATIONS INDEX

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ARTICLE 1 - MEMBERSHIP

- 1.1 The database shall be maintained by the Secretary-Treasurer and shall contain the following information: name, address, place of employment, work phone number, home phone number, work fax number, email address, health region belong to, job title and whether or not the individual would like to be a part of the Executive
- 1.2 Each member shall be responsible for notifying the Secretary-Treasurer of change of name, address, telephone number, education status and/or employment.
- 1.3 The membership list of the Saskatchewan Health Information Management Association shall not be given or sold to any outside agency, organization, or individual without approval by the Executive.
- 1.4 Each new member will receive a membership package. This may contain: a welcome letter, most recent Saskatchewan Health Information Management Association (SHIMA) newsletter, SHIMA brochure, Executive contact list, regional representative list, receipt for membership payment and the link to the SHIMA website.

ARTICLE 2 - FEES

- 2.1 The Secretary-Treasurer shall notify each member of annual fees due by May 1st.
- 2.2 Fees are due as of June 30; otherwise there will be a penalty of \$10.00.
- 2.3 There will be no late fee charged to new members.
- 2.4 Receipts for payment shall be completed in duplicate with one copy being sent to the member.
- 2.5 In accordance with the Income Tax Act fees paid are eligible for deduction only if they are necessary to maintain professional status.

ARTICLE 3 - DUTIES OF THE EXECUTIVE

- 3.0 The Executive members (excluding the President) will rotate the recording of minutes of all Executive Committee meetings.
- 3.1 **PRESIDENT**
 - 3.1.1 Preside at all meetings of the Association and Executive.
 - 3.1.2 Educate the President-elect regarding presidential duties and Association development throughout the year in office.

- 3.1.3 Appoint duties to the President-elect at individual's discretion.
- 3.1.4 Is a member of the Finance Committee.
- 3.1.5 Act as ex-officio member of all committees other than the Nominating Committee.
- 3.1.6 Submit a report to the Annual General Meeting, with a summary of the principal features and activities during the year.
- 3.1.7 Certify by signature, all minutes of Executive and Annual General Meetings.
- 3.1.8 Appoint members to vacant Executive Committee positions.
- 3.1.9 Collect and disseminate information relative to conditions of employment.
- 3.1.10 Receive and disseminate information on job opportunities to the membership.
- 3.1.11 Collect, maintain, and update all information compiled in archives.
- 3.1.12 Submit regular articles to the SHIMA newsletter.
- 3.1.13 Provide regular updates for presentation to the meetings of the SHIMA Executive.
- 3.1.14 Prepare an annual report for the Annual General Meeting (AGM) of the SHIMA.
- 3.1.15 Maintain the policy and procedure manual for the President role.
- 3.1.16 At the end of the term, determine which collected information has exceeded retention period and destroy.

3.2 **PAST PRESIDENT**

- 3.2.1 Assume, with full authority, the duties of the President in her absence.
- 3.2.2 Actively assist the President, as required, providing the historical perspective.
- 3.2.3 Ensure that a full slate of candidates for the various Executive and Committee positions of the SHIMA is presented to the membership at the AGM. This may involve setting up a Nominating Committee with the Past President taking on the role of Chair.
- 3.2.4 Be a signing member of the Finance Committee of the SHIMA, together with the Secretary-Treasurer and President, so that there are always two people available to sign cheques and other legal documents on behalf of the Association. Two signatures are required by any Executive member listed as having signing authority with the bank. The President and the Secretary-Treasurer will be informed of all the expenditures and revenues.
- 3.2.5 Maintain a current list of Regional Representatives; coordinate their activities and involvement with the Executive. Ensure that they are kept informed of the actions of the Executive and that the Regional Representatives are aware of their responsibilities in communicating information to all other Health Information Management Professionals in the Province of Saskatchewan (this may include information about conditions of employment, job opportunities or other issues of interest to the membership). Regional Representatives may also be called upon to provide update reports about their respective Regions, which may be published in the newsletter.
- 3.2.6 Ensure that the SHIMA Archives are collected, maintained and updated. This function may be carried out by a volunteer designate in the City of Saskatoon as the archives are currently kept in storage there.
- 3.2.7 Submit regular articles to the SHIMA newsletter.
- 3.2.8 Provide regular updates for presentation to the meetings of the SHIMA Executive.

- 3.2.9 Prepare an annual report for the AGM of the SHIMA.
- 3.2.10 Maintain the policy and procedure manual of the Past President role.
- 3.2.11 At the end of the term, determine which collected information has exceeded retention period and destroy.
- 3.2.13 Orientate the incoming President with the duties necessary to sit on the NHIMA Committee.

3.3 **PRESIDENT-ELECT**

- 3.3.1 Assume, with full authority, the duties of the President and Past President in their absence.
- 3.3.2 Focus on presidential duties and Association development via discretionary guidance of the President.
- 3.3.3 Actively assist the President.
- 3.3.4 Be a member of the Finance Committee.
- 3.3.5 Be installed as President at the next Annual General Meeting.
- 3.3.6 Assume responsibility for all matters in relation to the Bylaws, Rules and Regulations and for amendments thereto. Ensure that the updated Bylaws and Rules and Regulations are sent to CHIMA on a yearly basis for review.
- 3.3.7 Keep informed of legislation as it affects Health Information Services.
- 3.3.8 Conduct an annual review of the Bylaws, Rules and Regulations and submit revisions to the membership for approval at the AGM.
- 3.3.9 Submit regular articles to the SHIMA newsletter.
- 3.3.10 Provide regular updates for presentation to the meetings of the SHIMA Executive.
- 3.3.11 Prepare an annual report for the AGM of SHIMA.
- 3.3.12 Maintain the policy and procedure manual of the President-elect role.
- 3.3.13 At the end of the term, determine which collected information has exceeded retention period and destroy.
- 3.3.14 Organize a certificate and gift for the outgoing President to be presented at the AGM.

3.4 **SECRETARY-TREASURER**

- 3.4.1 Shall notify the following of the names and addresses of the new Executive:
 - a) Saskatchewan Association of Health Organizations (SAHO)
 - b) Canadian Health Information Management Association (CHIMA)
 - c) SIAST, Program Head of Health Information Management
 - d) Program Director for the Canadian Healthcare Association Health Information Services Program
 - e) Saskatchewan Health-Corporation Information and Technology Branch.
- 3.4.2 Shall maintain a record of attendance at all meetings.
- 3.4.3 Record minutes of all Annual General Meetings and maintains minute books.
- 3.4.4 Shall include in the minutes of the Annual General Meeting the names of the outgoing and incoming Executive members for banking purposes. The Secretary-Treasurer shall forward a copy of the Annual General Meeting minutes, which

- includes the names of the outgoing and incoming Executive members, to the designated bank(s) for the purpose of signing authority for the Chequing and Alice Rublee account.
- 3.4.5 Shall have the ledgers reviewed or audited in accordance with the Non-Profit Corporations Act of 1995, by a member in good standing of a recognized accounting profession (CGA, CA, CMA).
 - 3.4.5 Ensure annual renewal with the Non-Profit Corporations Act 1995.
 - 3.4.6 Shall draft a budget for the SHIMA for the first meeting of the new Executive.
 - 3.4.7 Maintain an updated financial account ledger.
 - 3.4.8 Prepare an annual financial statement.
 - 3.4.9 Shall review ledgers and accounts with any member wishing to inspect them.
 - 3.4.10 Shall be responsible for the collection of a \$15.00 service fee for all Non-Sufficient Funds (NSF) cheques.
 - 3.4.11 Process applications for membership.
 - 3.4.12 Receive membership fees.
 - 3.4.13 Maintain a current Association membership list.
 - 3.4.14 Ensure availability of a current membership list at the AGM for voting purposes.
 - 3.4.15 Coordinate mail pickup and distribution of the official “address” of the SHIMA.
 - 3.4.16 Be responsible for the care and custody of all funds and securities of the Association.
 - 3.4.17 Be responsible for all accounts receivable and payable.
 - 3.4.18 Chair the Finance Committee.
 - 3.4.19 Ensure annual review and renewal of the SHIMA liability insurance.
 - 3.4.20 Submit regular articles to the SHIMA newsletter.
 - 3.4.21 Provide regular updates for presentation to the meetings of the SHIMA Executive.
 - 3.4.22 Prepare an annual report for the AGM of the SHIMA.
 - 3.4.23 Maintain the policy and procedure manual of the Secretary/Treasurer.
 - 3.4.24 At the end of the term, determine which collected information has exceeded retention period and destroy.

3.5 FINANCE COMMITTEE

- 3.5.1 Consist of the President, President-elect, Past President, Secretary-Treasurer and a member at large.
- 3.5.2 Be chaired by the Secretary-Treasurer.
- 3.5.3 Provide guidance to the Executive regarding revenue and expenditures.

3.6 NOMINATING COMMITTEE

- 3.6.1 Recruit candidates for all vacant Executive positions.
- 3.6.2 Secure the consent of each member to stand for election.
- 3.6.3 Appoint two scrutineers from the general membership prior to ballot distribution, when applicable.
- 3.6.4 Ensure that nominations for President-elect are called for from the floor at the AGM and secure the consent of each nominee.
- 3.6.5 Conduct the election of the President-elect at the AGM.

3.6.6 Be chaired by the Past President.

3.7 CONVENTION PLANNING COMMITTEE

- 3.7.1 Prepare and arrange a program for the AGM and Education Session with the approval of the Executive.
- 3.7.2 Submit regular articles to the SHIMA newsletter.
- 3.7.3 Provide regular updates for presentation to the meetings of the SHIMA Executive.
- 3.7.4 Prepare an annual report for the AGM of the SHIMA.
- 3.7.5 Maintain the policy and procedure manual of the Convention Planner.
- 3.7.6 At the end of the term, determine which collected information has exceeded retention period and destroy.

3.8 PUBLICATIONS, PUBLICITY AND PUBLIC RELATIONS

- 3.8.1 Publish and distribute a minimum of two issues of “For the Record” in a timely fashion. The newsletters shall include a copy of agendas, meeting minutes and Executive reports from the Executive meetings and from the Annual General Meetings when available.
- 3.8.2 Keep our provincial counterparts aware of Saskatchewan issues through the newsletter by sending an issue of “For the Record” to the provincial associations.
- 3.8.3 Update the SHIMA website.
- 3.8.4 Maintain the SHIMA Logo.
- 3.8.5 Order and maintain merchandise for the SHIMA.
- 3.8.6 Encourage submissions to the newsletter and provide deadlines and contact information for submissions.
- 3.8.7 Coordinate newsletter advertising.
- 3.8.8 Submit regular articles to the SHIMA newsletter.
- 3.8.9 Provide regular updates for presentation to the meetings of the SHIMA Executive.
- 3.8.10 Prepare an annual report for the AGM of the SHIMA.
- 3.8.11 Maintain the policy and procedure manual of the Publications, Publicity and Public Relations role.
- 3.8.12 At the end of the term, determine which collected information has exceeded retention period and destroy.

3.9 PROFESSIONAL DEVELOPMENT COMMITTEE

- 3.9.1 Recruit additional members to the Professional Development Committee if desired.
- 3.9.2 Establish relations with the SIAST Health Information Management Program and request invitation to be a member of the Program Advisory Board.
- 3.9.3 Establish and maintain guidelines for the Alice Rublee Award for the SIAST Health Information Management Program.
- 3.9.4 Establish and maintain guidelines for the SHIMA Outstanding Member Award.
- 3.9.5 Act as a resource person for continuing professional education of SHIMA members.
- 3.9.6 Establish an education liaison between the SHIMA and the CHIMA.

- 3.9.7 Maintain membership on the Saskatchewan Data Quality Committee, representing the SHIMA.
- 3.9.8 Organize an annual Education Day/Session, at the Executives discretion, for the purpose of ensuring that Health Information Management Professionals are kept informed of new developments, preparing and submitting a financial accounting of the expenses and revenues resulting from the workshop.
- 3.9.9 Be a member of the Canadian Healthcare Association Advisory Committee. In the event that the Chair of the Professional Development Committee is unable to sit on this committee, an Executive member will sit in her place.
- 3.9.10 Liaise with the CHIMA regarding Health Information Awareness on a national/provincial level.
- 3.9.11 Submit regular articles to the SHIMA newsletter.
- 3.9.12 Issue new membership packages.
- 3.9.13 Prepare regular updates for presentation to the meetings of the SHIMA Executive.
- 3.9.14 Prepare an annual report for the AGM of the SHIMA.
- 3.9.15 Maintain the policy and procedure manual of the Professional Development Committee.
- 3.9.16 Ensure that Professional Development Committee material is archived as appropriate.
- 3.9.17 Maintain the SHIMA information brochure.
- 3.9.18 At the end of the term, determine which collected information has exceeded retention period and destroy.
- 3.9.19 HIT (Health Information Technology) week certificate duties.

ARTICLE 4 - COMMITTEES

- 4.1 Each Committee Chairperson shall prepare a report for presentation at the Annual General Meeting. A copy shall be forwarded to the President one month prior to the meeting. The original shall be filed with the Secretary-Treasurer who will submit a copy for publication in the Newsletter.

ARTICLE 5 - RESIGNATIONS

- 5.1 In the event of an Executive member wishing to step down from her position before her term of office is complete, she shall give a letter of resignation to the President.

ARTICLE 6 - MEETINGS

- 6.1 The Executive shall meet at least four times per year.
- 6.2 The first meeting of the new Executive shall be within 60 days of the Annual General Meeting.

- 6.3 Outgoing executive members will attend the first in-person executive meeting of the New Year.

ARTICLE 7 - VOTING

- 7.1 In the event of an equality of votes, the President shall cast the deciding vote.
- 7.2 Memberships accumulated by August 1st are the cut off date to determine quorum for the AGM.

ARTICLE 8 - EXPENSES

- 8.1 The Association shall pay:
- a) Expenses for mileage to attend at the rate of \$0.25/km and meals provided for Executive meetings.
 - b) Expenses as approved by the Executive for the President's or her delegate's attendance at annual and special meetings. Canadian Health Information Management Association Annual Meeting:
 - 1) registration, airfare or mileage (as deemed reasonable by the Executive), reasonable accommodation and per diem meal expenses;
 - 2) if opportunity to share accommodations is available, the Association will share the expenses accordingly;
 - 3) if airfare expense is decreased considerably by extending the stay, the Association will pay the additional accommodation expenses.
 - c) Expenses incurred by the Executive to attend the SHIMA Annual General Meeting shall not be eligible for reimbursement.
 - d) The Convention Planning Committee Chairperson shall have her registration fee waived for the Annual Convention.
 - e) Professional Development Committee Chairperson shall have her registration fee waived for the Spring Professional Day.
 - f) All Executive members shall have their Annual Membership fee waived during their term in office.

ARTICLE 9 - PROFESSIONAL DEVELOPMENT BURSARY

- 9.1 The Professional Development Bursary Committee consists of members of the Finance Committee.
- 9.2 A bursary up to but not exceeding the amount of \$250 will be awarded to an active paying member who applies in writing for the bursary stating the name of the course he/she is taking, his/her reason for taking the course and what he/she

hopes to offer the profession by taking the course. No member can receive this bursary more than once a year and approval is at the discretion of the Finance Committee.

- 9.3 The Professional Development Bursary be awarded to 2 active paying members annually.
- 9.4 The Professional Development Bursary is payable for HIM related courses/registration fees.
- 9.5 The deadline to apply for the Professional Development Bursary is September 30.
- 9.6 The Professional Development Bursary fund can be cancelled at any time at the discretion of the Executive.

ARTICLE 10 – KATHY MARCOTTE AWARD

- 10.1 The Professional Development Committee shall promote the Outstanding Member Award.
- 10.2 The approval for this Award will be determined by the criteria set forth by this Committee.
- 10.3 The Nomination Form shall be sent to all members and returned to the Chairperson of the Professional Development Committee by August 1st.
- 10.4 Voting will take place by the Executive members to determine to whom this award will be given.
- 10.5 The Outstanding Member Award will be presented at the AGM.
- 10.6 A certificate as well as a \$50 check will be given to the outstanding member.

ARTICLE 11 - ALICE RUBLEE AWARD

- 11.1 The Professional Development Committee shall promote the Alice Rublee Award.
- 11.2 The approval for this Award will be determined by the criteria set forth by this Committee.
- 11.3 The Application Form shall be sent to SIAST and returned to the President and the Chairperson of the Professional Development Committee.

- 11.4 The response shall be submitted no later than June 1st.
- 11.5 The Alice Rublee Award will be presented at the AGM.
- 11.6 A certificate as well as a \$150 check will be given to the recipient of the Alice Rublee Award.

ARTICLE 12 - REQUESTS FOR USE OF SHIMA LOGO

- 12.1 The individual requesting the use of the SHIMA logo must create their document(s).
- 12.2 Once the individual has created their document(s) to their liking, the documents are to be sent to the SHIMA Executive.
- 12.3 The SHIMA Executive will review the content to ensure the content is not in contraindication of the association, profession and follows best practices.
- 12.4 If the document(s) are accepted, then SHIMA will apply the logo and will save the document in a format such as in PDF format by the Webmaster to secure the content and to prevent changes being made to the document after the document has been reviewed and accepted.
- 12.5 The SHIMA Executive will advise the user that the SHIMA logo may only be used for the particular documents that SHIMA has applied the logo to.
- 12.6 The SHIMA logo is available to members for a fee to be used on clothing items. As in article 12.3, the SHIMA Executive will review the proposed article of clothing to ensure it is not in contraindication of the association and/or profession.

ARTICLE 13 - CORPORATE SPONSORSHIP

- 13.1 Each year a summary letter and a breakdown of the sponsorship levels will be sent out to various organizations to acquire sponsors for the year.
- 13.2 A review of the current sponsorship terms. If a sponsor's term has expired and they did not renew, they must be removed.
- 13.3 When an organization has declared they want to be a sponsor, they must forward their sponsorship amount and in return a package containing a thank-you letter and a certificate will be sent to them.
- 13.4 All areas of sponsorship level for an organization must be reviewed to ensure they are receiving all of the benefits of the sponsorship level. For example, ensure the sponsors newsletter submissions are gathered from the organization and forwarded to the Publications person for inclusion in the newsletter.

ARTICLE 14 - RETENTION OF RECORDS

14.1 Secretary-Treasurer

Type of Records	Retention Period
Secretary Minutes/Reports	Permanently
General Correspondence, Non-profit form	7 years
Financial Statements	Permanently
Receipts and other information required for filing the income tax return	6 years
Annual Reports, Membership Information	Permanently
Membership Renewal Forms	1 year

14.2 Committees

Type of Records	Retention Period
At the discretion of the chairperson, but generally any correspondence. Committee reports/records	2 years

ARTICLE 15 - INTERPRETATION

- 15.1 Where any word is used in the Rules and Regulation or any amendments thereof importing the female gender, the same shall include the male gender unless the context clearly provides otherwise.