



**BYLAWS  
OF  
AMERICAN HEALTH INFORMATION  
MANAGEMENT ASSOCIATION**

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**BYLAWS  
OF  
AMERICAN HEALTH INFORMATION MANAGEMENT  
ASSOCIATION**

**ARTICLE I  
NAME**

1.1 Name. The name of the organization is American Health Information Management Association (hereinafter, “AHIMA”).

**ARTICLE II  
OFFICES AND REGISTERED AGENT**

2.1 Offices and Agent. AHIMA shall have and maintain in the State of Illinois a registered office and a registered agent, whose office shall be the same as that of the Association. The location of this office and the designation of a registered agent shall be determined by the Board of Directors, which also may establish such other offices and agents, within or without the State of Illinois, as may be deemed necessary.

**ARTICLE III  
PURPOSES**

3.1 Purposes and Mission. The affairs and activities of AHIMA shall be carried out at all times for the purposes and in accordance with the terms set forth in its Articles of Incorporation and these Bylaws, and in conformity with all applicable provisions of the Internal Revenue Code of 1986, as amended, (the “Code”) affecting nonprofit organizations qualified for tax-exempt status as described in section 501(c)(6) of the Code. The primary purpose of AHIMA as a member association is to commit to excellence in the management of health information for the benefit of patients and providers. Its mission is to lead the health informatics and information management community to advance professional practice and standards. AHIMA shall be and is a nonprofit corporation under the laws of the State of Illinois.

**ARTICLE IV  
MEMBERS**

4.1 Members. AHIMA shall have one or more types of members, as shall be determined from time to time by the Board of Directors. The members of AHIMA shall be those qualifying individuals who support the mission and purposes of AHIMA and are willing to abide by the AHIMA Code of Ethics; apply for membership in AHIMA; are approved for membership; and who timely pay the dues established by AHIMA. The Board of Directors shall have the right

to deny or terminate the membership of any individual, or to deny access to or participation in the programs or services of AHIMA, if such individual fails to meet the qualifications for membership or fails to pay dues on a timely basis.

4.2 Rights of Members. Membership shall entitle individuals to participate in the programs and services of AHIMA, and to be a member of a Component State Association, with the rights and benefits that are accorded to members by AHIMA from time to time. Members shall also have the right to elect the Board of Directors, certain Officers of AHIMA, and certain members of The Commission on Certification for Health Informatics and Information Management, all as set forth below.

4.3 Types of Members. The membership of AHIMA shall include at least the following five (5) types:

4.3.1 Active. Any professional in the health information management profession or its related fields who meets the qualifications set forth in these Bylaws is eligible for Active membership. Active Members in good standing shall be entitled to full membership privileges including the right to vote on matters before the members.

4.3.2 Student. A student currently enrolled in a formal certificate or degree granting program directly relevant to AHIMA's Purposes, who meets the qualifications set forth in these Bylaws is eligible for Student membership. A student may retain this type of membership until graduation from that program, or for a maximum of four years or until registering for an AHIMA certification examination. After which the student shall be transferred to Active membership. Student Members shall have the same rights and privileges as Active members, except that, Student members shall not have any voting privileges or be eligible to serve as an Officer or Director of AHIMA or to serve in the House of Delegates.

4.3.3 Honorary. Any individual who has made a significant contribution to health information management science or has rendered distinguished service in the health information management profession or its related fields may be awarded honorary membership in AHIMA by the Board of Directors or by the House of Delegates. Honorary Members shall have no formal responsibilities or voting rights and shall be exempt from the payment of dues. An Honorary Member may hold no other type of membership in AHIMA; however, Honorary Members who were Active Members at the time of their appointment shall retain their voting privileges.

4.3.4 Emeritus. In recognition of their service to the profession, AHIMA members that are age 65 and over are eligible for recognition as a member Emeritus and shall be eligible for senior member dues status. Members Emeritus in good standing shall have all membership privileges available to Active Members, including the right to vote.

4.3.5 Global. Any professional in the health information management profession or its related fields whose primary mailing address is outside the United States is eligible for Global membership. Global Members shall be entitled to digital membership privileges including the right to vote on matters before the members.

4.4 Application. All applications for membership in AHIMA shall be on a form approved by the Board of Directors and shall be accompanied by the then applicable dues and fees for the relevant type of members.

4.5 Failure to Pay Dues and Fees. Members shall pay membership dues and fees to AHIMA within thirty (30) days of their due date. Failure to timely pay dues and fees shall cause a member to cease being in good standing and may be grounds for expulsion from membership under the procedures set forth in the AHIMA Policy and Procedure Manual.

4.6 Expulsion. Any member who violates the Bylaws of AHIMA, the Code of Ethics, the Standards for Initial Certification, or the Standards for Maintenance of Certification may be expelled from membership in AHIMA under the procedures set forth in the AHIMA Policy and Procedure Manual.

4.7 Reinstatement. A former member whose resignation has been accepted by AHIMA, or has been inactive, may be reinstated upon reapplication and payment of the current year's dues and fees. A former member who was expelled from membership for non-payment of dues or fees may be reinstated upon reapplication and payment of the current year's dues and fees as well as any reinstatement fee that may be specified by the Board of Directors.

4.8 Annual Meeting of the Members. An annual meeting of the members shall be held each year for the purpose of education on matters of relevance to the health information management profession and to AHIMA, professional networking, and for the transaction of such other business as may come before the meeting.

4.9 Special Meetings of the Members. Special meetings of the members of AHIMA or of any committees or teams of members may be held at any time or place upon call by the Chair of the Board of Directors. Notice shall be provided stating the time and place of the meeting and the purpose or purposes for which the meeting is called.

4.10 Waiver of Notice. A member may waive any notice requirement by signing a written waiver of notice and delivering it to AHIMA for inclusion in the minutes or filing with the corporate records. A member's attendance at a meeting shall constitute waiver of notice unless he or she, at the beginning of the meeting, objects to holding the meeting or discussing business at the meeting.

4.11 Quorum for Elections. A quorum for any elections by the members shall consist of not less than three percent (3%) of the Active Members of AHIMA, voting in the form of an

official electronic or written ballot in accordance with the AHIMA Policy and Procedure Manual.

**ARTICLE V**  
**BOARD OF DIRECTORS**

5.1 Powers and Duties. The business and affairs of AHIMA shall be managed by or under the direction of the Board of Directors. The Board of Directors shall hold and exercise all corporate authority and fiduciary duties of AHIMA except as otherwise provided by law, AHIMA's Articles of Incorporation, or these Bylaws. The duties of the Board of Directors in managing AHIMA shall include, but not be limited to, the following:

- (a) To establish the mission, purposes, goals, and program priorities to be implemented by AHIMA's Chief Executive Officer and staff, through a strategic planning process;
- (b) To ensure that appropriate governance and operational policies have been developed, adopted, and implemented by AHIMA to carry out its mission;
- (c) To determine and set overall policy;
- (d) To advocate the mission, values, accomplishments, and goals of AHIMA to the members and to the public at large;
- (e) To determine, monitor, and strengthen programs that are responsive to the needs of the members and are central to AHIMA's mission;
- (f) To establish fiscal policy, including budget authorization and oversight;
- (g) To develop adequate resources to ensure financial stability for AHIMA's activities;
- (h) To establish, develop, and maintain an effective and responsive corporate structure for AHIMA and its related entities, including but not limited to the creation of new affiliates and integrated commissions;
- (i) To select, retain, support, evaluate the performance of, and discharge the Chief Executive Officer of AHIMA;
- (j) To orient and evaluate the Directors and Officers of the Board of Directors; and



- (k) To render a year-to-date report on the financial status and activities of AHIMA to the House of Delegates at the national convention of AHIMA and a full report to the members.

5.2 Number and Composition. The total number of Directors of AHIMA shall be thirteen (13). Nine (9) Directors shall be elected at large by the Active Members. The President/Chair of the Board (hereinafter, the “President/Chair”), the President/Chair-elect, the immediate Past President/Chair, and the Speaker of the House shall serve as *ex officio* Directors with vote and shall be counted toward the number of Directors required under this section and for purposes of determining a quorum. The Chief Executive Officer shall serve as an *ex officio* Director without vote and shall not be counted toward the number of Directors permitted under this section or for purposes of determining a quorum.

5.3 Qualifications. Directors shall be committed to supporting and advancing the mission and purposes of AHIMA. Directors must be Active Members in good standing of AHIMA and a majority of members of the Board of Directors must be AHIMA-approved certificants.

5.4 Nomination. Candidates for election as at-large Directors shall be nominated by the Nominating Committee in accordance with Section 8.5. Nominations may be made at or prior to the time at which an election of Directors is to be held.

5.5 Election and Term of Office. The Active Members shall elect Directors annually by electronic ballot at a time and under procedures set forth in the AHIMA Policy and Procedure Manual. Election shall be by a plurality of the votes cast by the Active Members. Directors shall take office in the month of January following their election. At-large Directors shall hold office for a term of three (3) years and until their successor is elected and qualified or until their earlier death, resignation, or removal. Three (3) at-large Directors shall be elected each year, unless a different number is necessary in a given year in order to fill vacancies. *Ex officio* Directors shall serve as Directors for as long as they hold their office.

5.6 Resignation and Removal.

5.6.1 Resignation. Any Director may resign at any time by giving written notice of resignation to the Secretary of AHIMA. A resignation shall take effect upon receipt of the notice or upon any later time specified in the notice, and need not be accepted to be effective. Any Director who is absent from three (3) consecutive meetings of the Board of Directors without good cause acceptable to the Board shall be deemed to have resigned.

5.6.2 Removal. One or more Directors may be removed at the recommendation of the Board of Directors whenever, in its judgment, the best interests of AHIMA would be served thereby. A Director may be removed by the affirmative vote of two thirds of the Active Members voting by electronic ballot; provided that: (a) the number of members casting votes would constitute a quorum if such action had been taken at a meeting, (b) voting remains open

for at least twenty (20) days from the date the ballot is delivered, and (c) at least 5 days prior to the effective date of such removal, a notice in writing of the proposed removal is delivered to all Active Members. Removal of a Director shall be without prejudice to the contract rights, if any, of the person so removed, but election of a Director shall not of itself create contract rights.

5.7 Vacancies. Any vacancy occurring in the Board of Directors may be filled by the affirmative vote of a majority of the remaining Directors. A Director elected to fill a vacancy shall be elected for the unexpired term of his or her predecessor in office.

5.8 Leave of Absence. A Director may take up to a one (1) year leave of absence from service as a Director for good cause subject to the approval of the Board. No vacancy shall be created as a result of a Director taking an approved leave of absence; however, the Board may designate another individual to serve as a Director, or another Director to serve in any office or on any committee in place of the Director on leave, until such time as the leave is completed. A Director who fails to return to Board service at the end of the leave of absence shall be deemed to have resigned.

5.9 Regular Meetings. An Annual Meeting of the Board of Directors shall be held, without other notice than these Bylaws, at a place and time as shall be determined by the Board of Directors. The Board of Directors may provide by resolution the time and place for the holding of additional regular meetings of the Board of Directors without notice other than the resolution. The Board shall hold at least four (4) regular meetings each year. An Annual Meeting may be held at the same time and place as a regular meeting.

5.10 Special Meetings. Special meetings of the Board of Directors may be called by or at the request of the President/Chair or by Directors constituting a majority of the entire Board of Directors. The person or persons authorized to call special meetings of the Board of Directors may designate the meeting's location.

5.11 Notice of Special Meetings. Five (5) days notice of any special meeting of the Board of Directors shall be given; except that, in the event of an emergency as determined by the Executive Committee, the notice period may be waived. If mailed, the notice will be deemed to be delivered when deposited in the United States mail in a sealed envelope, with postage thereon prepaid, addressed to the Director at his or her address as shown in the records of AHIMA. If notice is given by electronic communication, the notice will be deemed to be delivered upon an effective transmission of the electronic communication to the Director at his or her electronic communication address as shown in the records of AHIMA. Neither the business to be transacted at, nor the purpose of, any special meeting of the Board of Directors need be specified in the notice of the meeting.

5.12 Waiver of Notice. A Director may waive any notice requirement by signing a written waiver of the notice and delivering it to the Secretary of AHIMA. Attendance of a Director at any meeting shall constitute a waiver of notice of the meeting except when a Director

attends the meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened, and does not thereafter vote for or assent to action taken at the meeting.

5.13 Manner of Voting. A majority of the votes of the Directors who are present in person at a meeting at which a quorum is present shall be necessary for the adoption of any matter voted upon by the Board of Directors, unless the vote of a larger number is required by law, by the Articles of Incorporation, or by these Bylaws. Directors may not vote by proxy.

5.14 Quorum. A majority of the Board of Directors shall constitute a quorum for the transaction of business at any meeting of the Board of Directors. If less than a majority of the Directors are present, a majority of those present may adjourn the meeting to another time.

5.15 Informal Action. Any action required by law to be taken at a meeting of the Directors, or any action that may be taken at a meeting of the Directors, may be taken without a meeting, if consents in writing, setting forth the action so taken, are signed by all of the Directors and the written consents are included in the minutes of the proceedings of the Board of Directors or filed with the corporate records. The consents shall have the same effect as a unanimous vote of the Board of Directors for all purposes. Written consents and signatures may be in electronic form to the extent permitted by applicable law.

5.16 Use of Electronic Meeting and Notice Resources. Any meeting provided for in these Bylaws may be conducted electronically, either in lieu of or as an extension of an in-person meeting, to the extent permitted by applicable law. For purposes of this section, electronic meetings include net meetings, webinars, chat rooms, conference calls, or any other electronic medium in which Directors may both send and receive contemporaneous interactive communications, to the extent permitted by law. Participating in a meeting by such means constitutes presence in person at the meeting.

5.17 Compensation. Directors may not be compensated for their services as Directors of AHIMA, but may be reimbursed for their reasonable out-of-pocket expenses incurred in attending Board meetings or otherwise in connection with the performance of their duties as Directors. However, the Board may provide for payment by AHIMA of a reasonable stipend to the President/Chair and the President/Chair-elect in recognition of the time commitment to AHIMA required of service in these officer positions. Directors may be compensated for their personal and professional services rendered to or on behalf of AHIMA if approved in advance by the Board and subject to compliance with AHIMA's conflicts of interest policy.

5.18 Procedure. The proceedings and business of the Board of Directors shall be conducted in accordance with the rules of order established by the Board from time to time, unless the conduct of a matter is otherwise governed by the provisions of applicable law, the Articles of Incorporation, or these Bylaws.

## **ARTICLE VI** **OFFICERS**

6.1 Officers. The elected Officers of AHIMA shall consist of a President/Chair, a President/Chair-elect, a Secretary, and a Treasurer. The Board may also appoint such other Officers as, in its judgment, are necessary to conduct the affairs of AHIMA. No Officer shall execute, acknowledge, or verify any instrument in more than one capacity which is required by law or by these Bylaws to be executed, acknowledged, or verified by two or more Officers. The Board of Directors shall select and retain a Chief Executive Officer who shall serve as the chief staff executive of AHIMA.

6.2 Election and Term of Office. The President/Chair-elect of AHIMA shall be elected annually by the Active Members. The President/Chair-elect shall assume the office of the President/Chair upon the expiration of the President/Chair's term of office or in the event of a vacancy in the office. Elections shall be by electronic ballot at a time and under procedures set forth in the AHIMA Policy and Procedure Manual. Election shall be by a plurality of the votes cast by the Active Members. The Secretary and Treasurer of AHIMA shall be elected annually by the Board of Directors from among the members of the Board at a regular meeting following receipt of the results of the election of Directors. Officers shall take office in the month of January following their election. Each Officer shall hold office for one (1) year and until his or her successor shall be elected and qualified, unless he or she shall sooner resign or be removed or otherwise become disqualified to serve.

### 6.3 Resignation and Removal.

6.3.1 Resignation. Any Director may resign at any time by giving written notice of resignation to the Secretary of AHIMA. A resignation shall take effect upon receipt of the notice or upon any later time specified in the notice, and need not be accepted to be effective. Any Director who is absent from three (3) consecutive meetings of the Board of Directors without good cause acceptable to the Board shall be deemed to have resigned.

6.3.2 Removal. One or more Directors may be removed at the recommendation of the Board of Directors whenever, in its judgment, the best interests of AHIMA would be served thereby. A Director may be removed by the affirmative vote of two thirds of the Active Members voting by electronic ballot; provided that: (a) the number of members casting votes would constitute a quorum if such action had been taken at a meeting, (b) voting remains open for at least twenty (20) days from the date the ballot is delivered, and (c) at least 5 days prior to the effective date of such removal, a notice in writing of the proposed removal is delivered to all Active Members. Removal of a Director shall be without prejudice to the contract rights, if any, of the person so removed, but election of a Director shall not of itself create contract rights.

6.4 Duties of President/Chair. The President/Chair shall be the chief elected officer of AHIMA. The President/Chair shall preside at all meetings of the members, the Board of Directors, and the Executive Committee. The President/Chair will determine, in consultation

with the Chief Executive Officer, the regular agenda of all meetings of the members, the Board of Directors, and the Executive Committee. The President/Chair shall present a report at an Annual Meeting, appoint the chairs and members of committees (unless otherwise specified herein) authorized by the Board of Directors, act as liaison between AHIMA's staff and the Board, and perform such other duties as are inherent in the office of President/Chair or as authorized by the Board of Directors. The President/Chair must be an Active Member of AHIMA as well as an AHIMA-approved certificant.

6.5 Duties of President/Chair-elect. The President/Chair-elect shall act in place of the President/Chair in the event of the absence of the President/Chair and shall exercise such other duties as may be delegated to the office by the Board.

6.6 Duties of Secretary. The Secretary shall be official custodian of the records of AHIMA. The Secretary shall certify and keep at the principal office of AHIMA the original or a copy of the Articles of Incorporation and these Bylaws, as amended to date, as well as a book of minutes of all meetings of the members and the Board of Directors, and any committees having any of the authority of the Board of Directors. The Secretary shall perform any and all other duties incident to the office of Secretary and other duties as may be prescribed by law, the Articles of Incorporation, these Bylaws, or the Board of Directors.

6.7 Duties of Treasurer. The Treasurer shall keep, or cause to be kept, adequate and correct accounts of all the properties and financial transactions of AHIMA and shall deposit, or cause to be deposited, all monies and other valuables in the name of and to the credit of AHIMA, with such depositories as may be designated by the Board of Directors. The Treasurer shall render to the Board of Directors, upon request, an accounting of all financial transactions of AHIMA and a statement of the financial condition of AHIMA, and, after consultation with the Board, shall cause an annual audit of AHIMA's financial affairs to be conducted. The Treasurer shall perform any and all other duties incident to the office of Treasurer and other duties as may be prescribed by law, the Articles of Incorporation, these Bylaws, or the Board of Directors.

The Treasurer shall also serve as the Chair of the Finance Committee, *ex officio* with vote.

6.8 Chief Executive Officer. The Chief Executive Officer (the "CEO") shall have the necessary authority and responsibility to operate AHIMA in all its activities subject to the policies and directions of the Board of Directors. The CEO shall undertake his or her duties in accordance with a Job Description approved by the Board. The CEO shall act as the duly authorized representative of AHIMA in all matters in which the Board of Directors has not formally designated some other person to so act. The CEO shall report periodically and as requested to the Board of Directors, and shall provide regular updates to Directors between Board meetings on AHIMA's activities and finances. The CEO is charged with continuous responsibility for the management of AHIMA, commensurate with the authority conferred on him or her by the Board of Directors and consistent with the expressed aims and policies of the Board of Directors. The CEO is responsible for the application and implementation of established policies in the operation of AHIMA. The CEO shall keep or cause to be kept

appropriate records, and prepare or cause to be prepared all necessary reports, returns, filings, an operating budget, and financial statements. The Board of Directors shall authorize reasonable compensation for the CEO. The CEO shall serve on the Board of Directors *ex officio* without vote.

## **ARTICLE VII** **HOUSE OF DELEGATES**

7.1 Purpose. The House of Delegates shall exist to govern the profession of health information management by providing a forum for membership and professional issues and to establish and maintain professional standards of the membership. The House of Delegates advises the Board of Directors on matters of importance to the Active, Student, and Honorary Members and Delegates of AHIMA and to the health information management community at large. Core roles of the House of Delegates will include, but not be limited to, adopting and maintaining a code of ethics, adopting and maintaining standards governing the health information management profession, and developing position statements and other professional papers. The House of Delegates also makes recommendations to the Board of Directors on policy and strategic direction for AHIMA as provided for herein. The House of Delegates shall have the authority to establish committees and similar bodies to address membership and professional issues, as well as rules and policies of House of Delegates operation, subject to the terms of these Bylaws.

7.2 Meetings. An Annual Meeting of the House of Delegates shall be held in conjunction with the annual convention of AHIMA whenever possible. The Board of Directors shall determine the time and place of an Annual Meeting. The date, time and method of other meetings, if any, shall also be determined by the Board of Directors or by a simple majority of the House of Delegates. The House of Delegates shall take advantage of technological resources available to AHIMA to facilitate communications and meetings throughout the year.

7.3 Official Call. Written notice stating the place, day, and hour of any meeting of the House of Delegates shall be provided to the membership of the House of Delegates not less than five (5) nor more than sixty (60) days before the date of the meeting. Notice of meetings of House of Delegates committees or other bodies shall be provided to their members not less than three (3) days before the date of the meeting.

7.4 Composition. The House of Delegates shall be composed of the delegates from Component State Associations determined in accordance with Section 7.8. Each member of the House of Delegates shall have one vote on matters before the House of Delegates that require a vote and no proxies shall be permitted. Members of the Board of Directors of AHIMA shall also be voting members of the House of Delegates.

7.5 Speaker of the House of Delegates. The House of Delegates shall have a Speaker, whose function shall be to preside at any meeting of the House of Delegates and to serve as the

primary liaison between the House of Delegates and the Board of Directors. The Speaker must be an Active Member of AHIMA, an AHIMA-approved certificant, and a current or previous member of the House of Delegates. The Speaker shall serve, *ex officio* with vote, as a member of the Board of Directors. The Speaker shall not be eligible for election as an Officer of the Board of Directors while serving as Speaker.

7.6 Speaker-elect of the House of Delegates. The House of Delegates shall elect annually a Speaker-elect. The Speaker-elect must be an Active Member of AHIMA, an AHIMA-approved certificant, and a current or previous member of the House of Delegates. The Speaker-elect shall act in place of the Speaker in the event of the absence of the Speaker and shall exercise such other duties as may be delegated to the office by the House of Delegates. The Speaker-elect shall assume the office of the Speaker upon the expiration of the Speaker's term of office or in the event of a vacancy in the office.

7.7 Powers and Duties. The House of Delegates shall have primary responsibility and authority for establishing the position of AHIMA and taking action on the following matters:

(a) The standards governing the health information management profession, including:

- the AHIMA Code of Ethics
- Standing rules of the House of Delegates
- Development of positions and best practices in health information management

(b) Election of six (6) members of the AHIMA Nominating Committee in accordance with the process set forth in the AHIMA Policy and Procedure Manual.

(c) Any other matters put before the House of Delegates by the AHIMA Board of Directors for final consideration and action.

7.8 Election. Delegates from each Component State Association shall be elected by and from the Active Members of such Component State Association.

(a) Apportionment. The apportionment of delegates shall be based on the number of Active Members in good standing of the Component State Association duly registered in its records at the close of business on December 31st of the prior year. Each Component State Association shall be entitled to one (1) delegate in the House of Delegates for every 100 Active Members. For purposes of this section, a remainder in excess of a group of 100 Active Members shall be rounded up and counted as an additional group of 100

members. For example, a Component State Association with 100 members would be entitled to one (1) delegate; a CSA with between 101 and 200 members, inclusive, would be entitled to two (2) delegates; and a CSA with 201 members would be entitled to three (3) Delegates. However, no Component State Association shall be entitled to more than five (5) delegates.

- (b) Term of Office. In states with two (2) or more delegates, the term of delegates shall be for two (2) years. In such states, the terms of office of delegates shall be staggered to maintain continuity in the House of Delegates and in Component State Association delegations. In states with only one (1) delegate, the term of office may be one (1) or two (2) years as determined by the Component State Association. Component State Associations shall make provision for filling delegate vacancies.

7.9 Quorum and Manner of Acting. Delegate representation of at least one (1) delegate from at least one-third (1/3) of the Component State Associations shall constitute a quorum for the House of Delegates. The affirmative vote of a majority of the delegates present and voting at a meeting at which a quorum is present shall be necessary for the adoption of any matter to be acted upon or to be recommended to the AHIMA Board of Directors unless otherwise required by law or in these Bylaws. Any requests from among the delegates for discussion of or action on new business shall be made to the Speaker of the House of Delegates in writing at least thirty (30) days prior to any meeting of the House of Delegates at which such business would be proposed. The Board of Directors may propose new business to the House of Delegates without prior notice. In the event new business is presented by a delegate at a meeting of the House of Delegates without at least thirty (30) days prior written notice, the affirmative vote of two-thirds (2/3) of the delegates present and voting shall be required to take up the new business and to pass any such new business items.

## **ARTICLE VIII** **COMMITTEES**

8.1 Committees. The Board of Directors, by resolution adopted by a majority of the full Board of Directors, may designate one or more committees to carry on authorized activities of AHIMA. Committees may be formed on an ad hoc basis for a defined period of time or effort as provided for in the resolution. The Board President/Chair shall select and appoint the members and the chairs of all committees, unless otherwise specified herein. Committee Chairs must be Active Members of AHIMA. The Board President/Chair may attend and participate in meetings of any committees, and shall have voting rights in committees to the extent provided for in the resolution or in these Bylaws. The Board President/Chair may, to the extent permitted by law, appoint members to a committee who are not Directors. Committee members who are not Directors may not have voting power on any committee permitted to act on behalf of the Board of Directors without further action. The provisions of these Bylaws governing meetings, action without meetings, notice and waiver of notice, and quorum and voting requirements of the Board of Directors, shall apply to committees and their members as well. The Chief Executive



Officer shall arrange for the staff of AHIMA to provide sufficient support for each committee to enable it to discharge its duties.

Each committee shall exercise the authority of the Board of Directors to the extent authorized by the Board of Directors. However, a committee may not by itself:

- (a) approve action that requires full Board approval or House of Delegates approval;
- (b) fill vacancies on the Board of Directors or any of its committees;
- (c) amend the Articles of Incorporation;
- (d) adopt, amend, or repeal the Bylaws;
- (e) approve a plan of merger or consolidation; or
- (f) employ or discharge from employment the Chief Executive Officer of AHIMA.

Diversity is a core value of AHIMA which shall guide the activities of the Board and its committees. Each committee shall be responsible within its focus area for promoting broad diversity in the governance, staffing, outreach, and programs of AHIMA. This includes, but is not limited to, fostering links between AHIMA and other organizations serving various underrepresented populations, and reviewing AHIMA's programs, publications, and initiatives to assure multi-cultural sensitivity and inclusivity.

There shall at all times be standing committees as set forth in Sections 8.2-8.7.

8.2 Executive Committee. The Executive Committee shall be comprised of the President/Chair, the President/Chair-elect, the immediate Past President/Chair, the Secretary, and the Treasurer. When the Board of Directors is not in session, the Executive Committee shall possess and exercise all powers of the Board of Directors in the management of the business and affairs of AHIMA that lawfully may be exercised by the Executive Committee, except as specified in Section 8.1. The Executive Committee shall make a report and recommendations to the full Board of Directors regarding the compensation and benefits of AHIMA's Chief Executive Officer and, as necessary and appropriate, for the senior staff. The Executive Committee shall provide reasonable notice under the circumstances to the full Board of Directors of action taken by the Committee between meetings. The Executive Committee shall then provide a complete report on such action at the next meeting of the Board, and may elect to do so in executive session.

8.3 Finance Committee. The Finance Committee shall be comprised of no fewer than three (3) nor more than seven (7) Directors appointed by the Board President/Chair. The Treasurer shall serve as the Chair of the Committee. The Finance Committee shall be responsible for oversight of the financial operations of AHIMA.

The Committee shall undertake the following responsibilities:

- (a) Review, discuss and recommend changes to the proposed annual AHIMA budget and submit for approval to the Board of Directors;
- (b) Review, discuss and approve the monthly financial statements for AHIMA;
- (c) With the assistance of the Finance Director, present AHIMA's financial statements to the Board of Directors for approval at each meeting;
- (d) Periodically, review and discuss the quality, quantity, substance and dissemination of financial information provided to the Board of Directors and the Committee, recommending improvements as necessary; and
- (e) Monitor the investments of AHIMA and develop and recommend to the Board changes to AHIMA's investment and endowment policies as appropriate.

8.4 Governance Committee. The Governance Committee shall be comprised of no fewer than three (3) nor more than seven (7) Directors appointed by the Board Chair. The Speaker of the House of Delegates shall serve as a member of the Committee, *ex officio* with vote. The Governance Committee shall be responsible for oversight of the Board of Directors' governance activities and board development. The Committee shall undertake the following responsibilities:

- (a) Orientation for new members of the Board;
- (b) Ongoing Board development, leadership development, and self-assessment;
- (c) Regular review of AHIMA's bylaws to ensure compliance with law and suitability for the needs of AHIMA, and preparation of proposed amendments to the bylaws and articles of incorporation when necessary and appropriate;
- (d) Monitoring of compliance by the Board of Directors with applicable law and best practices for nonprofit organizations;
- (e) Making recommendations to the Board regarding the removal of Directors from the Board;
- (f) Monitoring compliance by Directors with AHIMA's conflict of interest policy, reviewing disclosure statements submitted by Directors, and reporting any conflicts of interest to the full Board of Directors for further action in accordance with the policy; and

- (g) Recommending and overseeing procedures for the evaluation of the job performance of the Chief Executive Officer of AHIMA and, as necessary, for succession planning for the Chief Executive Officer.

8.5 Nominating Committee. The Nominating Committee shall be comprised of nine (9) members. Six (6) members shall be elected by the House of Delegates in accordance with the AHIMA Policy and Procedure Manual and shall serve for a two-year term. Two (2) members will be appointed by the AHIMA Board of Directors, one each year, and shall serve for a two-year term. The Chair of the Committee shall be appointed by the President/Chair-elect of the AHIMA Board of Directors, subject to the approval of the Board of Directors, and shall serve for a one-year term. The Chair and the members of the Committee must be Active Members of AHIMA. The Chief Executive Officer shall serve as a non-voting, *ex-officio* member of the Committee. The Committee shall identify and recruit qualified individuals to serve on the Board of Directors and as Officers of AHIMA. The Committee shall nominate for election by the Active Members in accordance with Section 5.2 candidates for open Director and Officer positions, and certain candidates for The Commission on Certification for Health Informatics and Information Management in accordance with the terms of the Commission on Certification for Health Informatics and Information Management Operating Code. The Committee shall ensure that no position on the ballot is uncontested.

8.6 Audit Committee. The Audit Committee shall be comprised of no fewer than three (3) nor more than seven (7) directors appointed by the Board President/Chair. While serving on the Audit Committee, a member of the Committee shall not: (a) accept any consulting fee, advisory fee, or other compensation or benefits from AHIMA; or (b) have participated in any other transactions with AHIMA in which he or she has a financial interest within the previous year. The Committee shall be directly responsible for the appointment, compensation, and oversight of the work of any public accountant or public accounting firm engaged by AHIMA for the purpose of preparing or issuing an audit report or related work, and each such public accountant or public accounting firm shall report directly to the Committee. The Committee shall establish procedures for: (a) the receipt, retention, and treatment of complaints received by AHIMA regarding accounting, internal accounting controls, or auditing matters; and (b) the confidential, anonymous submission by employees of AHIMA of concerns regarding questionable accounting, auditing or other financial matters.

8.7 Professional Ethics Committee. The Board President/Chair shall annually appoint members to serve on a Professional Ethics Committee to consider and take action as appropriate on formal complaints filed against AHIMA members and/or AHIMA certificants, for reasons including, but not limited to, violation of AHIMA's Bylaws, the Code of Ethics, the Standards for Initial Certification, the Standards for Maintenance of Certification, or activities which are contrary to the interests of AHIMA. The Committee shall review and recommend to the House of Delegates revisions to the AHIMA Code of Ethics. The Committee shall be comprised of from five (5) to seven (7) Active Members in good standing. The President/Chair-elect shall appoint the Chair of the Committee, with the approval of the Board of Directors, to serve for a term of one (1) year. Rules establishing a review and hearing process and an appeal process for matters

before the Committee, and available disciplinary action, shall be set forth in the AHIMA Policy and Procedure Manual.

## **ARTICLE IX** **AFFILIATES**

9.1 Affiliates. AHIMA may from time to time organize affiliates to carry on activities related to the mission and purposes of AHIMA. Affiliates are organizations with separate legal status such as a corporation, limited liability company, or joint venture entity that are controlled by or under common control with AHIMA, or in which AHIMA has a material financial or governance interest. Affiliates may be created by action of the Board of Directors and dissolved in accordance with the terms of their organizing documents. Affiliates shall be governed and operated in accordance with the terms of their organizing documents, e.g., articles of incorporation; bylaws; their operating policies and procedures; and their business agreements. If any provision in any organizing document, policy or procedure, or business agreement of an affiliate requires or permits action by AHIMA, such action may be taken by the AHIMA Board of Directors or, if so delegated, by the Chief Executive Officer of AHIMA.

## **ARTICLE X** **INTEGRATED COMMISSIONS, ADVISORY BODIES** **AND NON-BOARD COMMITTEES**

10.1 Integrated Commissions, Advisory Bodies, and Non-Board Committees. Integrated commissions (those that do not have legal status separate from AHIMA), advisory bodies, or non-board committees of AHIMA may be established and dissolved by the Board of Directors. An integrated commission, advisory body, or non-board committee may or may not have Directors as members. Integrated commissions, advisory bodies, and non-board committees may not act on behalf of AHIMA or bind it to undertake any action unless approved or delegated by the Board of Directors. Such entities may be standing or they may be time or purpose delineated by the Board. Integrated commissions may have additionally delineated purposes, powers, duties, and process set forth in these Bylaws as is necessary to satisfy relevant accrediting bodies.

## **ARTICLE XI** **COMMISSION ON CERTIFICATION FOR HEALTH INFORMATICS AND** **INFORMATION MANAGEMENT**

11.1 Commission on Certification for Health Informatics and Information Management:

- (a) Purpose. The Commission on Certification for Health Informatics and Information Management shall exist to serve the public by establishing, implementing and enforcing standards and procedures

for certification and recertification of health informatics and information management professionals.

- (b) Powers and Duties. The Commission shall exist as an independent body within AHIMA; however, for tax, fiscal, and other administrative purposes, the Commission shall be considered an AHIMA function. The Commission has sole and independent authority in all matters pertaining to the certification and recertification activities of health informatics and health information professionals. In sponsoring the Commission, AHIMA shall act consistently with the accreditation standards and related requirements of any and all relevant third-party accreditation systems. The policies and procedures for the operation of the Commission shall be set forth in the AHIMA Commission on Certification for Health Informatics and Information Management Operating Code and in such other ancillary documents as the AHIMA Board of Directors and the Commission shall deem appropriate.
- (c) Composition and Election. The Commission shall consist of no fewer than fifteen (15) voting members. AHIMA shall be represented on the Commission by Active Members of AHIMA, that are AHIMA-approved certificants, who shall be elected to the Commission by the membership of AHIMA. AHIMA Active Members shall, as closely as possible, constitute forty percent (40%) of the Commission members. At least one (1) voting member of the Commission shall be a consumer or member of the public. The policy and procedures for composition and election of the Commission shall be set forth in the AHIMA Commission on Certification for Health Informatics and Information Management Operating Code.
- (d) Governance. The policies and procedures for governance of the Commission shall be set forth in the AHIMA Commission on Certification for Health Informatics and Information Management Operating Code.

## **ARTICLE XII** **COMPONENT STATE ASSOCIATIONS**

12.1 Organization. A Component State Association shall be organized in every state. Organizations in the Commonwealth of Puerto Rico, the District of Columbia, and in the territorial possessions of the United States shall be considered Component State Associations. No AHIMA member may belong concurrently to more than one Component State Association, and there shall be only one Component State Association in any state, the Commonwealth of Puerto Rico, the District of Columbia, or in any territory. At the time of annual dues payment, each AHIMA member shall designate one Component State Association to which to belong.

12.2 Purpose. The purpose of a Component State Association shall be to promote the mission and purpose of AHIMA in its state.

12.3 Membership. The membership of a Component State Association shall be comprised of two types of AHIMA members: Active and Student. Component State Associations may have Honorary Members if they satisfy the provisions of Section 4.3-3 of these Bylaws. Only Active Members shall have voting privileges in a Component State Association.

12.4 Governance. A Component State Association shall be governed in accordance with the bylaws of the Component State Association. The bylaws of each Component State Association and all amendments thereto shall be submitted for review and approval to the AHIMA Board of Directors before adoption. They shall conform with the provisions governing Component State Associations as provided for in these Bylaws and in the AHIMA Policy and Procedure Manual.

12.5 Representation. Component State Associations shall elect Active Members to represent them in the House of Delegates of AHIMA as provided in Section 7.8.

12.6 Dues Payment to Component State Associations. Twenty percent (20%) of the annual AHIMA member dues collected from the members of each Component State Association by AHIMA shall be paid over annually to such Component State Association for use in carrying out the purposes of AHIMA.

### **ARTICLE XIII** **CONTRACTS, CHECKS, AND DEPOSITS**

13.1 Contracts. The Board of Directors may authorize any officer or agent of AHIMA, in addition to the officers so authorized by these Bylaws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of AHIMA. Such authority may be general or confined to specific instances.

13.2 Checks, Drafts, and Notes. All checks, drafts, or other orders for the payment of money, notes, or other evidences of indebtedness issued in the name of AHIMA shall be signed by the officer or agent of AHIMA so designated and in the manner so determined by resolution of the Board of Directors. In the absence of a determination by the Board of Directors, those instruments shall be signed by the Chief Executive Officer of AHIMA.

13.3 Deposits. All funds of AHIMA shall be deposited from time to time to the credit of AHIMA in those banks, trust companies, or other depositories selected by the Board of Directors.

**ARTICLE XIV**  
**FISCAL YEAR**

14.1 Fiscal Year. AHIMA shall determine its fiscal year from time to time by resolution of the Board of Directors.

**ARTICLE XV**  
**BOOKS AND RECORDS; ELECTRONIC COMMUNICATIONS**

15.1 Books and Records. AHIMA shall keep correct and complete books and records of account and shall also keep minutes of the proceedings of the Board of Directors, and all committees, and shall keep at the principal office of AHIMA a record of the names and addresses of the Directors. All books and records of AHIMA may be inspected by any Director at any reasonable time.

15.2 Electronic Communications. Any act which must be taken in writing under these Bylaws, or which requires the signature of an individual, may in the alternative be taken in an electronic communication and with an electronic signature to the extent permitted by applicable law and in accordance with the AHIMA Policy and Procedure Manual.

**ARTICLE XVI**  
**INDEMNIFICATION**

16.1 Indemnification. AHIMA may indemnify Directors, Officers, employees, and agents of AHIMA to the maximum extent permitted by applicable law.

**ARTICLE XVII**  
**LOANS; CONFLICTS OF INTEREST; COMPLIANCE**

17.1 Loans. No loans shall be made by AHIMA to its Directors or Officers.

17.2 Conflicts of Interest Policy. AHIMA shall adopt and abide by a conflicts of interest policy to protect AHIMA's interest when it is contemplating entering into a transaction or arrangement that might benefit the private financial interest of a Director, Officer or other disqualified person as defined by Section 4958 of the Internal Revenue Code. The policy shall also address non-financial conflicts that may be adverse to the interests of AHIMA. The conflicts of interest policy is intended to supplement, but not replace, any applicable state and federal laws governing conflicts of interest applicable to nonprofit and tax-exempt organizations.

## **ARTICLE XVIII** **AMENDMENTS**

18.1 Adoption of Amendments. The power to alter, amend, or repeal the Bylaws of AHIMA, or to adopt new bylaws, is vested in the House of Delegates. The affirmative vote of a two-thirds (2/3) majority of the votes of the House of Delegates cast at a meeting at which a quorum is present shall be sufficient to effectuate such action. A proposal to the House of Delegates to amend the Bylaws may be initiated by the Board of Directors, a Component State Association, and/or any Active Member at any time that is at least thirty (30) days prior to the House of Delegates meeting at which a vote on the proposal is to be taken. In the absence of such prior notice, the House of Delegates may still consider a proposal to amend the Bylaws upon the affirmative vote to do so of a two-thirds (2/3) majority of the votes of the House of Delegates cast at a meeting at which a quorum is present, and if the consideration is approved, may adopt the proposal upon the affirmative vote of at least ninety percent (90%) of the votes of the House of Delegates cast at such meeting.

18.2 Record of Amendments. Whenever an amendment or new Bylaw is adopted, a copy shall be appended to or noted at the appropriate place in the original Bylaws. If any Bylaw is repealed, the fact of repeal with the date of the meeting at which the repeal was enacted or written assent was filed shall be appended to or noted at the appropriate place in the original Bylaws. Alternatively, AHIMA may restate the bylaws in their entirety as amended.

**Adopted:      September 15, 2019**