



**Proposed Changes to the ArHIMA Bylaws
December 2021**

The following proposed changes to the ArHIMA bylaws are based on new AHIMA membership categories and changes to the AHIMA bylaws.

Current Bylaw	Proposed Change	Rational
<p>3.1 Purposes and Mission Its mission is to lead the health informatics and information management community to advance professional practice and standards in Arkansas.</p>	<p>3.1 <u>Purposes and Mission</u> Its mission is empowering people to impact health.</p>	<p>Updated Mission - Change made to be in line with updated AHIMA bylaws.</p>
<p>4.2 Rights of Members Membership shall entitle individuals to participate in the programs and services of ArHIMA, and to be a member of a Component State Association as defined in the AHIMA Bylaws, with the rights and benefits that are accorded to members by ArHIMA and by AHIMA from time to time. Active Members shall have the right to elect the Executive Board of ArHIMA as set forth below.</p>	<p>4.2 <u>Rights of Members</u> Membership shall entitle individuals to participate in the programs and services of ArHIMA, and to be a member of a Component State Association as defined in the AHIMA Bylaws, with the rights and benefits that are accorded to members by ArHIMA and by AHIMA. Professional Members shall have the right to elect the Executive Board of ArHIMA as set forth below. Members with a preferred mailing address outside the United States may select a Component State Association (CSA). If a CSA is not selected, the member will be entitled to digital membership privileges.</p>	<p>Change made to be in line with updated AHIMA bylaws.</p>
<p>4.3 Types of Members The membership of ArHIMA shall include Active, Student, Honorary, and Emeritus members.</p>	<p>4.3 <u>Types of Members</u> The membership of ArHIMA shall include Professional and Student.</p>	<p>Change made to be in line with updated AHIMA bylaws.</p>
<p>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</p>	<p>4.3.1 <u>Professional</u> Any professional in the health information profession or its related fields who meets the qualifications set forth in these Bylaws is eligible for Professional membership. Professional Members in good standing shall be entitled to full membership</p>	<p>Change made to be in line with updated AHIMA bylaws.</p>



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membership privileges including the right to vote on matters before the members.	privileges including the right to vote on matters before the members.	
<p>4.3.2 Student Any full or part-time student formally enrolled in a CAHIIM-accredited or AHIMA-approved program, including those that are pending accreditation/approval, or enrolled in another course of study acceptable to AHIMA, who meets the qualifications set forth in these Bylaws is eligible for Student membership. A student may retain this type of membership until the first qualifying examination for which he or she is eligible, after which time 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 ArHIMA or to serve in the House of Delegates.</p>	<p>4.3.2 <u>Student</u> 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 Professional membership. Student Members shall have the same rights and privileges as Professional members, except that, Student Members shall not have any voting privileges or be eligible to serve as an Officer or Director of AHIMA or ArHIMA or to serve in the House of Delegates.</p>	<p>Change made to be in line with updated AHIMA bylaws.</p>
<p>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 ArHIMA by the Executive Board. 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.</p>	<p>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 ArHIMA by the Executive Board. 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.</p>	<p>Deleted membership category - Change made to be in line with updated AHIMA bylaws.</p>



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<p>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 in AHIMA and in ArHIMA 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.</p>	<p>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 in AHIMA and in ArHIMA 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.</p>	<p>Deleted membership category - Change made to be in line with updated AHIMA bylaws.</p>
<p>4.4 Application All applications for membership in AHIMA shall be on a form approved by the AHIMA Executive Board and shall be accompanied by the then applicable dues and fees for the relevant type of members.</p>	<p>4.4—Application All applications for membership in AHIMA shall be on a form approved by the AHIMA Executive Board and shall be accompanied by the then applicable dues and fees for the relevant type of members.</p>	<p>Deleted - Change made to be in line with updated AHIMA bylaws.</p>
<p>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 in ArHIMA under the procedures set forth in the ArHIMA Policy and Procedure Manual.</p>	<p>4.4 <u>Failure to Pay Dues and Fees</u> Members shall pay membership dues and fees to AHIMA within thirty (30) days of their due date. Those who pay within the 30 days following their due date will incur a late fee. Failure to timely pay dues and fees shall cause a member to cease being in good standing.</p>	<p>Change made to be in line with updated AHIMA bylaws.</p>
<p>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 ArHIMA, professional networking, and for the transaction of such other business as may come before the meeting.</p>	<p>4.7 <u>Annual Meeting of the Members</u> An annual meeting of the members shall be held each year for the purpose of education on matters of relevance to the health information profession and to ArHIMA, professional networking, and for the transaction of such other business as may come before the meeting. Members may participate in the annual meeting, or any other membership meeting, by means of conference telephone or by other means by which all members participating are able</p>	<p>Change made to be in line with updated AHIMA bylaws.</p>



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	to simultaneously hear each other and be heard during the meeting, and such participation shall constitute presence in person at the meeting.	
4.9 Special Meetings of the Members Special meetings of the members of ArHIMA or of any committees or teams of members may be held at any time or place upon call by the President of the Executive Board. Notice shall be provided stating the time and place of the meeting and the purpose or purposes for which the meeting is called.	4.8 <u>Special Meetings of the Members</u> Special meetings of the members of ArHIMA or of any committees or teams of members may be held at any time or place upon call by the President of the Executive Board.	Updated to be in line with updated AHIMA bylaws.
	4.9 <u>Notice</u> Written notice stating the place, day, and hour of the meeting and, in the case of a special meeting, the purpose or purposes for which the meeting is called, shall be delivered not less than seven (7) business days nor more than sixty (60) days before the date of the meeting, to each member of record entitled to vote at such meeting.	Added to be in line with updated AHIMA bylaws.
5.3 Qualifications The Executive Board shall be committed to supporting and advancing the mission and purposes of ArHIMA. The Executive Board must be Active Members in good standing of ArHIMA.	5.3 <u>Qualifications</u> The Executive Board shall be committed to supporting and advancing the mission and purposes of ArHIMA. The Executive Board must be Professional Members in good standing of ArHIMA and a majority of the members of the Executive Board must be AHIMA-approved certificants with the President holding an AHIMA-approved credential of RHIA or RHIT.	Change made to be in line with updated AHIMA bylaws and additional requirement discussed and approved by the ArHIMA Board of Directors.
5.4 Nomination Candidates for election shall be nominated by the Nominating Committee in accordance with Section 7.1.6. Nominations may be made at or prior to	5.4 <u>Nomination</u> Candidates for election shall be nominated by the Nominating Committee in accordance with the ArHIMA policies and procedures.	Change made to refer to the guidelines found in the ArHIMA P&P manual.



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the time at which an election of Directors is to be held.		
<p>5.5 Election and Term of Office The President-elect of ArHIMA shall be elected annually by the Active Members. The President-elect shall assume the office of the President upon the expiration of the President's term of office or in the event of a vacancy in the office. The Secretary of ArHIMA shall be elected annually by the Active Members. The Treasurer of ArHIMA shall be elected bi-annually by the Active Members. The President shall assume the office of First Year Director upon the expiration of the First Year Director ' s term of office and shall be for a period of one year. The First Year Director shall assume the office of Second Year Director upon expiration of the Second Year Director's term of office and shall be for a period of one year. Elections shall be by electronic ballot at a time and under procedures set forth in the ArHIMA Policy and Procedure Manual. Election shall be by a plurality of the votes cast by the Active Members. Officers shall take office on July 1, following their election. Each Officer shall hold office for one (1) year (with the exception of the Treasurer, who serves a two (2) year term) 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.</p>	<p>5.5 <u>Election and Term of Office</u> The Professional Members shall elect the President-Elect, Secretary, Delegates, and members of the Nominating Committee annually and shall elect the Treasurer biennial by electronic ballot at a time and under procedures set forth in the ArHIMA Policy and Procedure Manual. Election shall be by a plurality of the votes cast by the Professional Members. The Executive Board, Delegates, and members of the Nominating Committee shall take office in accordance with the ArHIMA Policy and Procedures and the AHIMA/CSA Agreement and remain 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.</p>	<p>Change made to update wording and be in line with updated AHIMA bylaws.</p>
<p>6.2 Duties of the President The President shall be the chief elected officer of ArHIMA. The President shall preside at all meetings of the Association</p>	<p>6.2 <u>Duties of President</u> The President shall be the chief elected officer of ArHIMA. The President shall preside at all meetings of the members and</p>	<p>Change made to be in line with updated AHIMA bylaws and additional</p>



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<p>and the Executive Board. The President will determine the regular agenda of all meetings of the Association and the Executive Board. The President shall appoint the chairs and members of committees (unless otherwise specified herein) authorized by the Executive Board, act as liaison between ArHIMA' s staff and the Board and perform such other duties as are inherent in the office of President or as authorized by the Executive Board. The President must be an Active Member of ArHIMA as well as an AHIMA-approved certificant. He/she shall serve as the first delegate to the American Health Information Management Association House of Delegates.</p>	<p>the Executive Board. The President will determine, in consultation with the Executive Board, the regular agenda of all meetings of the members and the Executive Board. The President shall present a report at an Annual Meeting, appoint the chairs and members of committees (unless otherwise specified herein) authorized by the Executive Board, act as liaison between ArHIMA’s staff and the Board, and perform such other duties as are inherent in the office of President or as authorized by the Executive Board. The President must be a Professional Member of ArHIMA and hold an AHIMA-approved credential of RHIA or RHIT. He/She shall serve as the first delegate to the American Health Information Management Association House of Delegates.</p>	<p>requirement discussed and approved by the ArHIMA Board of Directors.</p>
	<p>ARTICLE VII AHIMA HOUSE OF DELEGATES 7.1 <u>Purpose</u> The AHIMA House of Delegates exists to govern the profession of health information by providing a forum for membership to discuss, review and, enhance profession-related issues and to establish and maintain professional standards of the membership. The House of Delegates advises the AHIMA Executive Board on matters of importance to the membership and to the health information community at large.</p>	<p>Added to be in line with updated AHIMA bylaws.</p>
	<p>ARTICLE VII AHIMA HOUSE OF DELEGATES 7.2 <u>Apportionment and Term of Office</u> Each Component State Association is represented by at least one (1) delegate. The number of delegates representing each component state association and term of office is determined in the AHIMA Bylaws.</p>	<p>Added to be in line with updated AHIMA bylaws.</p>



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	No ArHIMA delegate shall serve more than two (2) consecutive terms.	
	<p>ARTICLE VII AHIMA HOUSE OF DELEGATES</p> <p>7.3 <u>Election and Term of Office</u></p> <p>The President and President-Elect shall serve as the first two (2) delegates for ArHIMA. The remaining delegates representing ArHIMA are elected by and from the Professional Members of ArHIMA. Only Professional Members in good standing shall be eligible to serve as a delegate to AHIMA. The Professional Members shall nominate and elect Delegates annually by electronic ballot at a time and under procedures set forth in the ArHIMA Policy and Procedure Manual. Election shall be by a plurality of the votes cast by the Professional Members. The nominee receiving the next highest number of votes shall be called to serve as an alternate in case an elected delegate finds it impossible to serve during his or her term. In the event that no alternate finds it possible to serve, the President shall appoint a delegate to fill the unexpired term of the delegate from the current officers of ArHIMA. Delegates shall take office in accordance with the CSA Affiliation Agreement following their election.</p>	Added to be in line with updated AHIMA bylaws.
<p>7.1.9 <u>Public Relations Committee</u></p> <p>The Public Relations Committee shall consist of a Chairman appointed by the President, and such other members deemed necessary by the Chairman to complete the functions of the Committee. The Committee shall be responsible for publicity for all ArHIMA meetings, annual and educational. It will coordinate publicity and recruitment programs in conjunction</p>	<p>8.7 <u>Marketing/Public Relations Committee</u></p> <p>The Marketing/Public Relations Committee shall consist of a Chairman appointed by the President, and such other members deemed necessary by the Chairman to complete the functions of the Committee. The Committee shall be responsible for publicity for all ArHIMA meetings, annual and educational. It will coordinate publicity and recruitment programs in conjunction</p>	Name of committee changed to be in line with the ArHIMA P&Ps.



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with AHIMA. The Chairman shall render a report.	with AHIMA. The Chairman shall render a report.	
<p>14.1 Adoption of Amendments The power to alter, amend, or repeal the Bylaws of ArHIMA, or to adopt new bylaws, is vested in the Active Members of ArHIMA. The affirmative vote of a two-thirds (2/3) majority of the votes of the Active Members cast at a meeting at which a quorum is present shall be sufficient to effectuate such action. A proposal to the Active Members to amend the Bylaws may be initiated by the Executive Board and/or any Active Member of ArHIMA at any time that is at least forty (40) days prior to the meeting at which a vote on the proposal is to be taken. In the absence of such prior notice, the Active Members may still consider a proposal to amend the Bylaws upon the affirmative vote to do so if a two-thirds (2/3) majority of the votes of the Active Members 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 Active Members cast at such meeting. Notwithstanding the foregoing, any proposed revisions or amendment of the Bylaws of ArHIMA shall be submitted for review and approval to the AHIMA Executive Board prior to adoption, and they shall comply with the provisions governing Component State Associations as provided for in the AHIMA Bylaws and in the AHIMA Policy and Procedure Manual.</p>	<p>15.1 <u>Adoption of Amendments</u> The power to alter, amend, or repeal the Bylaws of ArHIMA, or to adopt new bylaws, is vested in the Professional Members of ArHIMA. The affirmative vote of a two-thirds (2/3) majority of the votes of the Professional Members cast at a meeting at which a quorum is present shall be sufficient to effectuate such action. A proposal to the Professional Members to amend the Bylaws may be initiated by the Executive Board and/or any Professional Member of ArHIMA at any time that is at least thirty (30) days prior to the meeting at which a vote on the proposal is to be taken. In the absence of such prior notice, the Professional Members may still consider a proposal to amend the Bylaws upon the affirmative vote to do so if a two-thirds (2/3) majority of the votes of the Professional Members 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 Professional Members cast at such meeting. Notwithstanding the foregoing, any proposed revisions or amendment of the Bylaws of ArHIMA shall be submitted for review and approval to the AHIMA Executive Board prior to adoption, and they shall comply with the provisions governing Component State Associations as provided for in the AHIMA Bylaws and in the AHIMA Policy and Procedure Manual.</p>	<p>Changed time frame to be in line with AHIMA bylaws.</p>