

# **STUDENT HEALTH INFORMATION MANAGEMENT ASSOCIATION (SHIMA)**

## **CONSTITUTION**

Revised August 2008

### **ARTICLE I**

Title  
Alabama State University

Student Health Information Management Association

### **ARTICLE II**

Objectives

To promote the Health Information Management Program and Profession.

To provide students interested in Health Information Management with an opportunity to meet and become acquainted with others who share their interests.

To encourage the ethical and professional development which brings into practice the skills and values set forth in the Health Information Management Programs.

To foster a sense of service to the campus and community by encouraging participation in events and projects that benefit these groups.

### **ARTICLE III**

Membership

Membership shall be automatic to students currently enrolled in the professional courses and be open to all students who are in the pre-professional phases of the Health Information Management Program.

### **ARTICLE IV**

Officers and Advisors

Section 1. Officers shall consist of President, President-elect, Secretary, Treasurer, Historian, Parliamentarian, and Fundraiser Chairperson, and hereafter, these officers will be referred to as the Executive Board.

Section 2. Duties of each office are as follows:

**A. President**

1. Is the official representative of the Student Health Information Management Association
2. Plan and preside at meetings
3. See to the completion of paperwork required by the University and faculty advisors
4. Attend meetings of the President's Council
5. Act as liaison with other clubs and the University
6. Coordinate the activities of the Executive Board
7. Establish ad hoc committees to fulfill the functions of the club

**B. President-elect**

1. Shall serve as the aide to the President and shall assume the duties of the President in the absence of the President or in the inability of the President to act
2. Serve as the chairperson of the Service Committee
3. Report activities of the Service Committee to the Executive Board and the members of the club

**C. Secretary**

1. Keep and post minutes of all meetings
2. Correspondence for the association, such as thank-you notes, flyers and invitations
3. Keep a roll of the membership and track the participation of members.

**D. Treasurer**

1. Keep books for all accounts
2. Conduct the financial affairs of the club as reviewed by the faculty advisors
3. Serve as the chairperson for the Budget Committee
4. Report activities of the Budget Committee to the Executive Board and the members of the club

**E. Historian**

1. Maintain scrapbook of pictures and newspaper clippings
2. Promote the history of the club
3. Serve as chairperson of the Fellowship Committee
4. Report activities of the Fellowship Committee to the Executive Board and the members of the club

**F. Fundraising Chairperson**

1. Serve as chairperson of the Fundraising Committee
2. Report activities of the Fundraising Committee to the Executive Board and the members of the association

**G. Parliamentarian**

1. Ensures that all meetings are conducted by Robert's Rule of Order or in a formal fashion as deemed fit by the faculty advisors
2. Serve as chairperson of the Promotions Committee
3. Report activities of the Promotions Committee to the Executive Board and the members of the association.

Section 3. Advisors to the club shall be the Program Director and at least one Health Information Management (HIM) faculty member. HIM faculty members may rotate at their discretion.

## **ARTICLE V**

### Committees

#### **A. Promotion Committee**

1. Promote the Health Information Management profession and its activities throughout the year. This includes having publications submitted to the Hornet Tribune, the AAHIM newsletter and other newspapers.
2. Be responsible changing and updating the HIM bulletin board located in Computer Lab 203.
3. Forward information to the ASU's public information office for inclusion in hometown newspapers

#### **B. Fellowship Committee**

1. Present ideas for social events for SHIMA and other HIM major students
2. Plan and coordinate the activities

#### **C. Service Committee**

1. Plan and coordinate Community Projects, specifically the HIM week information session, Blood Drives, CCN Health Fairs, Adopt-a-family and other projects
2. Work with the faculty advisors in coordinating certain service learning activities that are mandatory for all HIM Professional level students

#### **D. Fundraising Committee**

1. Recommend fundraising activities to the club
2. Coordinate all activities involving fundraising which would pertain to the details of location, workers, and dates

## **ARTICLE V**

### Elections

Elections shall be held during September of each year with those elected taking office at the next regular meeting.

Officers will be elected by a majority of those voting; a quorum being present (51% of eligible voting membership shall constitute a quorum.)

Eligible voting membership for the elections shall consist of all due paying Student Health Information Management Association members.

Candidates for office must have at least a 2.50 accumulative grade point average.

Candidates must submit a formal position statement, in writing, as to why they would like to hold the offices for which they have applied.

In the event the President cannot fulfill his/her duties or otherwise vacates or resigns the position, the President-elect shall automatically assume the Presidency for the remainder of the term. If the Vice President is unable to assume this position, the Executive Board may appoint one of the Executive Board members. A special election may follow to replace another Executive Board member if necessary.

An officer may be removed from office by a two-thirds vote of the entire active membership of the club. The association shall consider the dismissal of an officer only after they have held a hearing to determine whether just cause for dismissal exists, and have afforded the officer in question, the opportunity to respond. A faculty/staff advisor to the association shall chair the hearing session. In the event any officer should be removed from office, he/she shall be so notified in writing by a member of the Executive Board.

## **ARTICLE VII**

### Dues

All SHIMA members are required to pay annual dues before receiving association benefits or voting privileges.

At the first General or Executive Board meeting of the school year, the Executive Board will establish the dollar amount of dues not to exceed \$10 per semester. (\$20 per academic year)

## **ARTICLE VIII**

### Meetings

Regular meetings of the club and the Executive Board shall be held once a month. The President reserves the right to call a special meeting at his/her discretion.

## **ARTICLE IX**

### Parliamentary Authority

The Student Health Information Management Association shall use as its parliamentary procedure guide in all business meetings, "Robert's Rules of Parliamentary Order".

## **ARTICLE X**

### Method of Amending the Constitution

An amendment must be submitted in writing and read either at a regular or a special meeting. At the next regular meeting, the Constitution may be amended by a two-thirds (2/3) vote of those voting, a quorum being present.

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SHIMA President Signature                      Date

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Advisor Signature                              Date