

FHIMA BOARD OF DIRECTORS
STANDING RULES

All Standing Rules addressing budgeted items will not require separate motion and approval by the Board.

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FHIMA BOARD OF DIRECTORS
STANDING RULES

I. EXPENSES

A. MEETINGS OF THE BOARD:

- A-1 All travel expenses including self parking fees incurred by FHIMA Board members shall be computed on the cost of the most economical route unless prior approval from the Management Steering Committee. Any extra expenses incurred in indirect route travel shall be borne by the traveler. (5/08)
- A-2 Travel shall be by the most practical and economical method. If travel is by the member's car, the expenses shall be computed on the cost of the most direct route at the prevailing IRS rate per mile. The total cost of any other most practical/economical means shall be reimbursed. (7/25/05)
- A-3 Lodging shall be reimbursed at a fixed rate in accordance with reasonable room charges at the hotel where the event is being held. These shall be made known in advance of incurring the expenses.
- A-4 Up to a \$25.00 per diem food expense will be paid to Board members when an overnight stay is necessitated or when meals are not provided for association business within Florida. (5/09)
- A-5 If attendance at the Board of Directors meeting necessitates an extra night's stay at the hotel before or after attendance at an FHIMA Program, cost of lodging for the extra night shall be reimbursed.(6/91)
- A-6 Accommodation site and room rate arrangements shall be outlined in the official Call to Meeting notice and shall be the basis of FHIMA reimbursement.
- A-7 Sharing of accommodations is strongly encouraged but not required. (1/99)
- A-8 Arrangements shall be the responsibility of the individual member unless other provisions have been made. In that event, Board members will be notified regarding arrangements. (1/99)
- A-9 Any FHIMA member may attend meetings of the Board of Directors, without reimbursement. The Board of Directors reserves the right to close meetings to members by majority vote. (1/99)
- A-10 The President shall have authority to invite Committee Chairmen to a Board meeting and expenses will be reimbursed according to the Standing Rules for Board members . (11/87)
- A-11 A receipt will be required for reimbursement of expenses in excess of five dollars (\$5). Toll receipts will not be required from Board members for travel to FHIMA Board meetings or other FHIMA business travel. (5/09)

B. FHIMA PROGRAMS

- B-1 Members who preside over sessions do so as an honor and receive no compensation in return. (6/93)

FHIMA members who present as a part of a group, panel or skits will receive full registration and are ineligible for reimbursement of expenses. (5/09)

FHIMA members who present individually, may be reimbursed for one night's lodging, travel by most economical means and complimentary full registration for the meeting in lieu of an honorarium. Reimbursement shall not be duplicated. (5/08)

Non-FHIMA members who present will be offered a choice of receiving either an honorarium or full registration plus they will receive lodging and travel. (5/08)

Speaker gifts may be purchased by FHIMA not to exceed \$25 each. (7/05)

- B-2 Full Registration, lodging, most economical travel expenses shall be complimentary or reimbursed for the Arrangements and Program Committee Chair for the duration of the meeting. The Arrangements Chair will be provided with a standard room closest to the convention center, if available at the hotel. (7/05)

The Arrangements and Program Committee shall contain a maximum of 5 members in addition to the Chair. The Arrangements Chair and committee members shall receive full registration and 50% of the standard room rate for four (4) nights (Sunday, Monday, Tuesday and Wednesday nights). The Program Chair and committee members shall receive full registration and 50% of the standard room rate for three (3) nights (Monday, Tuesday and Wednesday nights). (5/09)

No personal expenses shall be reimbursed. (7/05)

- B-3 Current members of the FHIMA Board of Directors and AHIMA Delegate shall have registration fees waived for FHIMA Annual Meeting. (7/05)

All Committee Chairs and Co-Chairs shall have registration fees waived for the FHIMA Annual Meeting provided they have fulfilled their responsibilities throughout the year. The Board of Directors will evaluate the Committee Chairmen at the second quarter Board Meeting, and the Committee Chairs will be notified if they are eligible to receive complimentary full registration.

- B-4 One single day FHIMA Annual Meeting registration fee shall be waived for all Service Award and Scholarship recipients. (5/08)

- B-5 Lodging will be paid for the Executive Director by FHIMA for the Annual Meeting.

Two nights lodging will be paid for the other members of the Board of Directors during the Annual Convention. (7/05)

- B-6 FHIMA Annual Meeting registration fees will be waived for all current members of the

- B-7 Recipients of service awards and scholarships may invite up to two guests to the Membership Luncheon, additional tickets must be purchased.
- B-8 Registration fees for FHIMA student members will be determined by the FHIMA BOD prior to the printing of the Annual Meeting Program. (7/05)
- B-9 Incoming Board of Directors and AHIMA Delegate will receive one (1) ticket to the Membership Luncheon to participate in the induction ceremony. They will be reimbursed most economical travel expenses. (5/08)

C. FHIMA COMMITTEE EXPENSES

- C-1 All Committee expenses require prior Board approval. FHIMA is not responsible for reimbursement of expenses without prior BOD approval. (5/08)
- C-2 Travel/lodging expenses for committee members to attend a meeting called by the President, BOD, or the Committee Chair shall be reimbursed by FHIMA. No personal expenses shall be reimbursed. (7/05)
- C-3 Incidental expenses related to committee activities (phone, postage, etc.) shall be reimbursed. Food functions associated with committee meetings, will not be funded without prior approval of the MSC. (1/99)
- C-4 The appointed Committee Chairman shall provide the President with a list of all members to ensure reimbursement can be allocated to the correct account in the budget. (11/87)
- C-5 The Committee Chairman is responsible for providing the Director liaison over the committee with minutes of meetings. The Committee Chair is also responsible for getting Board approval to reimburse members for expenses incurred to attend the committee meeting. (5/08)

D. DELEGATES TO AHIMA

- D-1 FHIMA shall cover expenses incurred through a Delegate's attendance at the AHIMA HOD Meeting. Maximum covered expenses are round trip air fare and a fixed amount to be determined by the BOD, based on recommendations of the Chief Delegate.
- D-2 Delegate expenses can be covered via reimbursement or travel advance. (7/91)
- D-3 FHIMA will pay the registration fees for the FHIMA President and Executive Director to attend the AHIMA Annual Meeting. (7/05)
- D-4 Travel, lodging, and meals (not to exceed the per diem) expenses incurred by the President and Executive Director to attend the AHIMA Annual Meeting shall be paid by FHIMA. (7/05)

E. VENDORS

- E-1 Vendors (HIM credentialed or not) exhibiting at the Annual Convention are entitled to two convention registrations per vendor at one-half price. Any additional registrations will be in accordance with the normal registration fee schedule. This discount applies per vendor, not the number of booths purchased. (12/1/95)
- E-2 Vendors exhibiting at the Annual Convention will be allocated two box luncheon tickets per booth purchased. Vendors will be allowed to partake in refreshment breaks gratis. (1/98)
- E-3 A vendor exhibiting at the Annual Convention will receive up to a 50 % refund if a cancellation is received more than 30 days prior to the first day of exhibiting. If the cancellation is received within 30 days or less, no refund will be given. (1/99)

F. SPECIAL FUNCTIONS

- F-1 The Board may plan special functions or retreats and authorize expenditure of funds as appropriate after consideration of budget performance and estimated expenses review. (11/87)
- F-2 Special Functions should be anticipated in the yearly budgeting process and planned with the approval of the full Board. (11/87)
- F-3 The President may authorize expenditures of funds up to \$100.00 per incident. (1/99)

G. AHIMA LEADERSHIP CONFERENCE

- G-1 Each year the Board of Directors shall determine to what extent the Executive Director, President, President-Elect and Chief Delegate will be sponsored to attend the AHIMA Team Talks and Leadership Conference. (7/05)

H. SUBMISSION OF EXPENSE STATEMENTS

- H-1 Expense statements shall be submitted to the President within 14 days of the activity for which reimbursement is requested. (11/89)
- H-2 Requests for reimbursement of hotel charge, air, bus, rail or automobile travel shall be accompanied by the receipt. (7/05)
- H-3 Requests for reimbursement of miscellaneous charges (telephone, printing, etc.) shall be accompanied by the receipt. (7/05)
- H-4 The President may authorize the Executive Director to advance payment to committee chairmen, Board of Directors or AHIMA Delegates for budgeted expenses incurred. A copy of the receipt shall be submitted to the President within 14 days of the expenses being incurred. (7/05)

I. TRAVEL PER DIEM

- I-1 The prevailing per diem rate may be reimbursed when traveling to large metropolitan cities as designated by the Board. (5/09)

II. MINUTES OF THE ASSOCIATION

A. APPROVAL BEFORE DISTRIBUTION

- A-1 Minutes of the general membership meetings and minutes of meetings of the Board of Directors shall be approved by the President before being distributed.

B. CIRCULATION

- B-1 The minutes of all FHIMA Meetings shall be circulated by the Executive Director to all Board Members within four weeks following the meeting. (5/08)

III. ACTION FOR NONFUNCTIONING BOARD MEMBER, COMMITTEE CHAIRMAN OR COMMITTEE MEMBER

A. BOARD MEMBER

- A-1 The President, with the approval of the Management Steering Committee may ask the Board member to resign after the Board member misses 50% of the meetings of the Board and FHIMA functions, i.e. Leadership Conference, Annual Convention, etc.. (12/02)

B. COMMITTEE CHAIRMAN

- B-1 The President, with the approval of the Board of Directors, may remove for just cause, any committee chairman.

C. COMMITTEE MEMBERS

- C-1 The Chairman, with approval of the President, may remove for just cause any committee member.

IV. FHIMA MAILING LIST

A. COST TO REGIONAL GROUPS

- A-1 FHIMA mailing labels and e-mail lists shall be provided to the current President and President-Elect of the regional associations at no costs. (5/08)

B. COST TO OTHERS

- B-1 A reasonable charge, which is consistent with the current standards of performing business, may be assessed per request for mailing labels to any group other than the FHIMA regional groups. (1/02)

C. AVAILABILITY/APPROVAL

- C-1 The Executive Director will approve distribution of the mailing list and all requests for the list. (1/99)
- C-2 Mailing lists will be released in accordance with AHIMA guidelines. Email addresses will not be released except to Committee Chairs and current regional association Presidents and President-Elects for association business only. (5/08)

V. APPROVAL OF PROCEDURES AND GUIDELINES

A. CHANGES

- A-1 Changes in committee procedures and guidelines shall be submitted in electronic format from the Committee Chairperson to the appropriate Director. The Director shall ensure that all changes are forwarded to the Executive Director. (5/08)

B. DISTRIBUTION

- B-1 All outgoing Board Members and Committee Chairmen shall provide all materials pertaining to their office to the incoming officer or Committee Chairman at the Annual Convention or within two weeks following the Annual Convention. (2/88)
- B-2 If the name of the incoming chairman is not known, it is the responsibility of the incumbent chairman to contact the President for instructions on what to do with the material. (1/99)

C. RETENTION

- C-1 Board Members and committee chairs are responsible for updating policies, procedures and files annually. Files are to be reviewed and purged as appropriate to each area. Reports, programs, correspondence, agreements or other information that may be needed for historical reference are to be retained permanently unless otherwise determined by the Board. Files shall be retained a minimum of three years except for the Legislative Committee. The Legislative Committee shall refer all recommended material for destruction to the MSC for approval prior to destruction. (1/99)

VI. ANNUAL REPORT

A. PREPARATION

- A-1 An Annual Report of the Board of Directors shall be published and distributed at the FHIMA Annual Convention and shall be the responsibility of the Executive Director to prepare and the President to approve. (1/99)

B. CONTENT

- B-1 The Annual Report will include reports of all committees, the Board, a compilation of the Association's finances and any special reports the Board members feel would be of interest to the membership.

C. AVAILABILITY

- C-1 The availability of the Annual Report will be to every member immediately following the FHIMA Annual Convention. (1/99)

VII. BALLOTS

A. MAIL AND POSTAGE

- A-1 All FHIMA ballots shall be by all paper ballots or all electronic ballots as determined by the Board prior to the Election. Paper ballots will be mailed first class postage. (9/06)
- A-2 Any election results where rank order must be maintained shall NOT be published. However, this information will be available to any member upon request. (8/1/88)
- A-3 Chairman of the Nominating Committee will be responsible for providing the candidates for office on the ballot to the Executive Director who is responsible for having the ballots printed or setting up the electronic ballot. (9/06)

VIII. ASSOCIATION FINANCES

A. AUTHORITY TO EXPEND FUNDS

- A-1 Committee Chairmen are authorized to spend the monies budgeted for their committee activities according to these Standing Rules; however, only the President or designee may expend funds over and above amounts specified in the current budget or not included in the budget. Board approval will be sought. (7/91)
- A-2 The Executive Director may purchase budgeted operational items. Any other expenses must be approved by the Board. (10/99)

B. SIGNING OF CHECKS

- B-1 The Executive Director is authorized to sign checks. In his/her absence, the President or Past-President or President-Elect may sign checks.

C. EXPENSE VOUCHERS

- C-1 FHIMA expense vouchers shall be maintained by the Executive Director for a period of eight years. (1/99)

D. RECEIPTS

- D-1 Generic FHIMA receipts will be available for use to purchasers of items or services provided by FHIMA. All cash sales must be accompanied by a receipt. Receipts will be printed in duplicate and the copy will be provided to the Executive Director with all monies. (1/99)

E. MASTER ACCOUNTS/CREDIT APPLICATIONS

- E-1 Master Accounts will be authorized by the Board of Directors and will have an expiration date and stated and limited purpose.
- E-2 All applications for credit will be processed through the President and Executive Director and will have designated persons authorized to sign for expenditures. (11/87)
- E-3 All payments and requests for payment on master accounts will be reviewed by the responsible chairman and provided to the President and Past President for approval prior to payment. (11/87)

F. SALES OF ITEMS

- F-1 All charges for sales of items will be approved by the Board of Directors prior to offering the item for sale. (11/87)
- F-2 All receipts for sales will be provided with monies to the Executive Director and will be accounted for in the quarterly financial report to the Board of Directors. (11/87)
- F-3 The Board will authorize the advertising and sale of items by HIM Programs and Regional Associations in Florida at official events if approval is obtained from the FHIMA President or his/her designee at least six weeks prior to the event and if any funds from the sale are used to enhance the activities of the professional group. The FHIMA Arrangements Committee Chairman for the event will make all arrangements for sales with the hotel. (5/09)
- F-4 One booth will be used by schools/regions with items to sell, and scheduled times will be established for occupying booth.
- F-5 The Executive Director completes the monthly sales tax report to the Florida Department of Revenue. (10/99)

G. ANNUAL BUDGET

- G-1 The Draft Budget for the coming fiscal year will be submitted to the Board of Directors at the second to last Board of Director's meeting for the fiscal year. (7/05)
- G-2 The Final Budget will be approved at the last Board of Director's Meeting for the fiscal year. (7/05)
- G-3 Cash reserves will be maintained at 40% of the annual budget. (10/99)
- G-4 A Finance Committee will be set up by the President at the beginning of their term. This will consist of the President, President-Elect, Executive Director and one other member of the Board. This committee will be in charge of monitoring the finances of the association throughout the year and helping to prepare the draft budget. This committee will make recommendations to the Board in ensuring FHIMA remains fiscally responsible. (5/08)

IX. PUBLICATIONS

A. JOURNAL

- A-1 *e-Coastlines* will be available on FHIMA's web site at www.fhima.org.
- A-2 All photographs for publication will require prior approval of the E-coastlines Committee Chairman and the reporting Director. (7/05)

X. STATE HOUSE OF DELEGATES MANAGEMENT

- A-1 The Standing Rules of the House of Delegates shall be approved by the Board of Directors and adopted by vote of the House of Delegates prior to conducting any business.
- A-2 The Standing Rules of the House of Delegates shall be appended to the FHIMA Board of Directors Standing Rules.
- A-3 If a delegate is only attending the House of Delegates, he/she has to register for the House of Delegates meeting but does not have to register for the convention. If the House of Delegates falls on the day of the Business Luncheon, the Delegate must pay for the luncheon if he/she wishes to attend and did not pay the registration fee. (10/99)
- A-4 Active members shall be counted by Region of their FHIMA mailing address, unless the member has submitted written notification to the Executive Director, identifying the Region with which they wish to be counted. A member may only represent one region in the House of Delegates. (4/96)

XI. SERVICE AWARDS PLAQUE

- A-1 The plaque listing all names of past recipients will be kept with the Executive Director, to be brought to the Annual Convention of the FHIMA and displayed in the Hospitality area. (7/91)

XII. LEADERSHIP CONFERENCE (FHIMA)

- A-1 The Leadership Conference will be held within 60 days of the change of state officers. (7/05)
- A-2 Current members of the FHIMA Board of Directors, AHIMA Delegate and two members from each region shall have registration fees waived for the Leadership Conference. (5/08)
- A-3 Other attendees may be invited by the Management Steering Committee.
- A-4 Each attendee will be requested to fill out an evaluation form at the meeting.
- A-5 The BOD will determine expenditures each year.
- A-6 Participation will be open to all active FHIMA members for a registration fee to be determined by the Board of Directors. Registration and payment of fee shall be the responsibility of the participant. (5/08)

XIII. FHIMA COLORS

- A-1 The official colors of FHIMA are teal, white and gold. (9/18/92)

XIV. BOD MEMBERS SERVING ON COMMITTEES

- A-1 It is recommended that members of the FHIMA Board of Directors not serve as Committee Chairmen or Committee members due to possible conflicts of interest. Unusual circumstances in this area should be approved by the Management Steering Committee. (11/91)

XV. BOD MEMBERS SERVING AS REGIONAL DELEGATES

- A-1 A member of the FHIMA Board of Directors may not serve as a Regional Delegate at the FHIMA House of Delegates. (4/96)

XVI. MANAGEMENT STEERING COMMITTEE

- A-1 The Management Steering Committee (MSC) shall consist of the President, the President-Elect and the Past- President/Director and Executive Director.
- A-2 The Management Steering Committee shall serve as the Executive Committee of the Board of Directors and shall act on behalf of the Board between meetings.
- A-3 The Management Steering Committee will assist the President in the following:
1. Appointment of the Chairman and appointed member of the Nominating Committee.
 2. Appointment of the other Committee Chairmen.
 3. Assignment of the Directors as Board Liaison to the committees (except the Nominating Committee)
 4. Performance of an annual evaluation of the Executive Director.
 5. Approval of the Annual Report Summary submitted by the President.
 6. If paper ballots will be used in elections, the MSC will appoint a committee of at least three (3) Tellers with a Chairman designated, by January 10th of that election year.
 7. Appointment of the Credentials Chairman for the House of Delegates at the FHIMA State Convention. (5/08)

XVII. FHIMA ENDORSEMENT OF AHIMA CANDIDATES

- A-1 FHIMA will only endorse AHIMA Candidates who are current members of FHIMA.