

HEALTH RECORD ASSOCIATION OF BRITISH COLUMBIA

CONSTITUTION AND BYLAWS

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Constitution

Article 1: Name

The name of the Society is the "Health Record Association of British Columbia (HRABC)".

Article 2: Objects

The objects of the Society are:

- 2.1 To elevate the standard of health records in health care facilities, allied health agencies, and industry.
- 2.2 To provide means for acquiring and disseminating amongst the members, facts and opinions useful to them.
- 2.3 To provide communication channels for educational and professional growth.
- 2.4 To establish and maintain a roster of health record personnel within the Province of British Columbia.
- 2.5 To do any other things that may be conducive to the rendering of service by the persons aforesaid in their working environment or that may be conducive to the objects aforesaid.

Bylaws

Article 1: Interpretation

- 1.1 Where any word is used in these bylaws or any amendment thereof imparting female gender, the same shall include the male unless the context clearly provides otherwise.
- 1.2 Where the word Society is used, this is synonymous with Association.
- 1.3 Where the word President-Elect is used, this is synonymous with Vice-President.
- 1.4 Where the word Counsellor is used, this is synonymous with Past-President.

Article 2: Membership

- 2.1 There shall be the following classes of members of the Society, namely: Active, Affiliate, Honorary, Inactive and Corporate. The number of Affiliate, Honorary, Inactive and Corporate members in total shall not at any time exceed the number of Active members.
- 2.2 The Executive Committee may admit to Active membership any person who makes application therefore and establishes to its satisfaction that he/she has successfully completed a health record program that is recognized by the Canadian Health Information Management Association (CHIMA).
- 2.3 The Executive Committee may admit to Affiliate membership any person (excluding a person who qualifies for Active membership) who makes application therefore and who establishes to the satisfaction of the Executive Committee that he/she is interested in the objects of the Society and is likely to advance them if so admitted, and that he/she is:
 - Engaged in the record department in a hospital or other allied field, satisfactory to the Executive Committee, or
 - A student enrolled in a health record program that is recognized by the CHIMA.
- 2.4 The Executive Committee may admit anyone as an Honorary member of the Society who has rendered exceptional services to the HRABC and who:
 - Has been approved for Honorary membership by the Executive Committee;
 - Has signified willingness to accept Honorary membership.

- 2.5 The Executive Committee may grant Inactive membership to those persons who so request it, in writing, and who are no longer engaged in active work in the health care field in British Columbia. If a member who has been granted Inactive status resumes work, this status will no longer apply. The member will be required to resume his/her former or new membership classification.
- 2.6 The Executive Committee may grant Corporate membership to those persons who so request it, in writing, and who establish to the satisfaction of the Executive Committee that the objects of the corporation match the objects of the Society and are likely to advance them if so admitted, and that the corporate applicant is engaged in an allied field, satisfactory to the Executive Committee.

Article 3: Right to Vote and Hold Office

- 3.1 Only an Active member or an Affiliate member holding an Executive office (see 3.2.1) in good standing, may vote at meetings of the Society.
- 3.2 Only an Active member, who is also a Certificant or Associate member of the CHIMA may hold the office of President-Elect, President, or Counsellor. Active and Affiliate members may hold the office of Secretary, Treasurer or Chair a Standing Committee.
- 3.2.1 An Affiliate member may make application to the Executive to hold the office of Secretary, Treasurer, or Chair of Standing Committee, under the following circumstances:
- Member of the Society for a minimum of three years
 - Currently employed in the health information field
 - Has demonstrated interest in the objectives of the Society by:
 - attending at least one Annual conference/AGM in the three years prior to their application
 - being a member on a standing committee or Working Group for at least one term.
 - Application must be unanimously approved by the Core Executive
- 3.3 Any member may be appointed to Committees.

Article 4: Forfeiture of Membership

- 4.1 A member may forfeit his/her membership by non-payment of fees as prescribed under Article 10.

- 4.2 The Executive Committee may, by a two-thirds vote, at a meeting duly called for the purpose, cancel the membership of any member it finds guilty of professional misconduct or of conduct unbecoming a member; provided the member in question has had an opportunity to appear before the Executive Committee and give his/her answer to the charges made against him/her.

Article 5: Officers

- 5.1 The officers of the Society shall be the President, President-Elect (who shall also be the Vice President), Secretary, Treasurer, and Counsellor (Immediate Past President).
- 5.2 Offices may not be combined and one person shall carry no more than one vote on the Executive.

Article 6: Election of Officers

- 6.1 The officers shall serve for the specified terms of office or until their successors are elected or appointed. The terms of office shall be one year for the President, President-Elect and Counsellor, and shall be two years for the Secretary and Treasurer. All terms of office shall commence and end upon the conclusion of an Annual General Meeting (AGM).
- 6.2 The Secretary shall be elected and his/her term of office shall commence in even years. The Treasurer shall be appointed by the incoming Executive and his/her term of office shall commence in odd years. The President-Elect shall be elected every year.
- 6.3 The office of President shall be assumed by the President-Elect upon conclusion of his/her one year term, except that if the President-Elect who was elected in the previous year has since then resigned or is unavailable, unable or unwilling to assume the office of President, the office of President shall be filled by election, in accordance with 6.5 to 6.7.
- 6.4 The office of Counsellor shall be assumed by the President upon conclusion of the President's one year term, except that if the President is unavailable, unable or unwilling to assume the office of Counsellor, the incoming Executive shall appoint for the office of the Counsellor a member who has served on the Executive for at least one continuous year.

- 6.5 At least four (4) months before the AGM, the Executive shall appoint a Nominating Committee. The Nominating Committee shall inform the members of the available offices three (3) months before the AGM, solicit nominations, and prepare a list of candidates. Should additional elected offices become available more than sixty-five (65) calendar days before the AGM, the Nominating Committee shall notify the members, solicit nominations for these offices, and include them in the mail ballot.
- 6.6 Fifty (50) calendar days before the AGM at noon, nominations shall be closed and offices for which there is only one candidate shall be filled by acclamation. If there are any contested offices, a mail ballot shall be sent to the members not less than forty-two (42) calendar days before the AGM, not counting the day of mailing and the day of the AGM. To be counted, marked ballots must be received by the Society no later than noon of the second business day before the AGM. The candidates receiving the largest number of votes shall be declared elected and ties between the top candidates for the same office shall be resolved by drawing lots.
- 6.7 Notwithstanding 6.6, in the event of an ongoing or impending postal strike, or if any offices become available for lack of candidates, or if an election becomes necessary less than sixty-five (65) calendar days before the AGM, available offices shall be filled by ballot during the AGM, with nominations taken from the floor. Candidates receiving the most votes shall be declared elected and ties between top candidates for the same offices shall be resolved by drawing lots. If there is only one candidate for an office, the ballot shall be dispensed with and the office shall be filled by acclamation.
- 6.8 Vacancies which occur between AGM's may be filled by the Executive and such appointments shall be valid until the next AGM, at which time an officer to serve for the remainder of the term (if any is left) shall be elected by the members, except in the following situations:
- 6.8.1 If the office of President becomes vacant between AGM's, the Presidency shall be assumed by the Counsellor for the remainder of the term, at which time 6.3 shall apply.
- 6.8.2 If the office of Counsellor becomes vacant between AGM's the Executive shall appoint for Counsellor a member who has served on the Executive for at least one continuous year.
- 6.8.3 If the office of Treasurer becomes vacant in the first year of his/her two year term, the Executive may appoint an interim Treasurer to serve until the next AGM, at which time the incoming Executive shall appoint a Treasurer to complete the two-year term.

Article 7: Duties of Officers

- 7.1 The President shall preside at all meetings of the Society and at all meetings of the Executive Committee and shall be an Ex Officio voting member at meetings of all committees. He/She shall prepare and submit a President's report at the AGM. The President, or someone appointed by the Executive Committee of the Society, shall Ex Officio act as the Provincial Delegate Observer for British Columbia to attend the AGM of the CHIMA. The Society will contribute to the expenses of the Provincial Delegate Observer.
- 7.2 The President-Elect shall perform all the duties of the President in his/her absence.
- 7.3 The Secretary shall conduct the correspondence of the Society except that which naturally belongs to the Committee Chairs or Officers in the performance of their duties. He/She shall keep a list of all members and their full, preferably business addresses. He/She shall ensure all Officers are notified of their election, all other candidates of their defeat, and all Chairs of the Committees of their appointments. He/She shall also take the minutes of the meetings of the Society and of the Executive Committee. He/She shall deliver these to his/her successor as soon as possible after the AGM.
- 7.4 The Treasurer shall have the care and custody of the funds and securities of the Society and shall deposit these in the name of the Society in such banks as the Executive Committee may authorize at any time designated by the Executive Committee. He/She shall exhibit his/her books and accounts to any Officer of the Society. He/She shall co-sign, with the President, or other duly authorized officers, all cheques issued in the name of the Society, and upon assuming office, she shall be required to send out an annual dues notice to the membership, as prescribed under Article 10. She shall perform any other duties that may properly be required of his/her by the Executive Committee.

Article 8: Executive Committee

- 8.1 The Executive Committee shall consist of the officers as named in Article 5 of these Bylaws. The chairs of the Standing Committees shall meet the Executive Committee as often as is feasible. Standing Committee Chairs shall be eligible to make motions and vote, but are not considered members of the Executive for the purpose of establishing a quorum.
- 8.2 Four Executive Officers present in person shall constitute a quorum of the Executive Committee. Where a member of the Executive Committee fails to provide satisfactory reason for his/her inability to attend a meeting, a quorum of Executive Officers may declare the office of such a person vacant and may appoint some other member of the Society as per the requirements of Article 6.

- 8.3 The duties of the Executive Committee shall be:
- 8.3.1 To transact the general business of the Society in the interim between annual meetings
 - 8.3.2 To supervise the affairs of the Society and devise measures for its growth and prosperity
 - 8.3.3 To report to the Society at the AGM, the business transacted by the Executive Committee during the interim
 - 8.3.4 To select the place of deposit of funds
 - 8.3.5 To appoint all special committees not otherwise provided for
 - 8.3.6 To act upon all recommendations for membership in the Society
 - 8.3.7 To provide for the auditing of books for the AGM
 - 8.3.8 To have power to fill any vacancies on the Executive Committees as per the requirements of Article 6.

Article 9: Special General Meeting

- 9.1 Other meetings of the Society shall be known as Special General Meetings, and a Special General Meeting may be called:
- 9.1.1 By resolution of the Executive Committee, or
 - 9.1.2 By the President, or
 - 9.1.3 By 10% of the members of the Society entitled to vote.
- 9.2 Notice of calling a Special General Meeting shall be sent to members by post, at their addresses on the records of the Society, mailed at least fourteen (14) days prior to the date of such a meeting, and shall specify the purpose for which the meeting is being called. Non-receipt of a notice by a member shall not invalidate the proceedings of a meeting.

Article 10: Membership Fees

- 10.1 Fees payable by each member shall be such as may be set by the Executive Committee and ratified by the next AGM.

- 10.2 Annual membership fees are payable until December 31st. Fees not paid by February 28th of the fiscal year will be considered to be in arrears and will result in forfeiture of membership. Members whose fees are in arrears must make application in writing for reinstatement to the Chair of the Membership and Credentials Committee. The member must pay the current membership fee and a fine of twenty dollars (\$20.00).

First time applicants who wish to make application to become members of the HRABC from January to March will pay 100% of the annual fees. Those who make application from April to August will pay 50% of the annual fees. Those who make application from September to December will pay 0% of the current year, 100% for the next year's dues.

Article 11: Standing Committees

- 11.1 Standing Committees shall be as follows:
- Program and Arrangements
 - Communications
 - Membership and Credentials
 - Policy, Constitution and Bylaws / Archives
 - Professional Practice
- 11.2 Chairs of the Standing Committees are appointed by the President from members of the Active Membership class. Chairs shall have the privilege of selecting their own committee members from members of the Society who must be approved by the President before appointment is made.
- 11.3 On or before such date as shall be fixed by the Executive Committee, each Standing Committee shall present its written report covering its work for the year and its recommendations, if any, to the Executive Committee. No report or recommendation shall be considered as the policy of the Society until the same has been approved and authorized by the Executive Committee. The Committee shall then submit these reports to the members of the Society at the AGM.

Article 12: Order of Business

- 12.1 The order of business for the AGM shall be conducted according to Robert's Rules of Order, Newly Revised.

Article 13: Annual Meeting

- 13.1 The AGM of the Society shall be held in the fall, in the Province of British Columbia at such place as shall be determined by the Executive Committee. At least forty-five (45) days notice in writing of such meeting shall be mailed to all members of the Society.

Article 14: Quorum

- 14.1 A quorum for a meeting of the Society shall consist of not less than 10% of the voting members of the Society in person. If this percentage fails to be present, the meeting shall be adjourned by the President, and this action shall be recorded in the minutes of the meeting.

Article 15: Fiscal Year

- 15.1 The fiscal year of the Society shall end on the 31st day of May in each year.

Article 16: Borrowing Powers

- 16.1 The Executive Committee may borrow money and secure repayment of same only with the approval of a majority of the members given at the AGM of the Society.

Article 17: Auditor

- 17.1 The first auditor shall be appointed by the Executive Committee and shall hold office until the first AGM, and thereafter the members shall at each AGM appoint an auditor to hold office until the next AGM. No person who is an officer of the Society shall be capable of being appointed auditor. The auditor shall have full right of access to all books, records, and accounts of the Society and shall annually report on the affairs of the Society prior to the AGM and shall be entitled to attend at such meetings.

Article 18: Seal

- 18.1 The common seal of the Society shall be kept in the custody of either the President or the Secretary or the Treasurer and may be affixed to any document by the hands and over the signatures of the President together with any one of the Secretary, Treasurer, or the President-Elect.

Article 19: Records of Office

- 19.1 The books and records of the Society shall be maintained at such location in British Columbia as is specified by the Executive Committee. The books and records shall also be available for inspection by members of the Society for one month prior to each AGM.

Article 20: Chapters

- 20.1 Local chapters or branches of the Society may, with the approval and sanction of the Executive Committee, be established at such locations as the Executive Committee shall approve.

Article 21: Definitions and Abbreviations

- 21.1 In these bylaws, unless the context otherwise requires:
- HRA means Health Record Administrator
 - HRT means Health Record Technician
 - HIM Professional means Health Information Management Professional
 - Certificant, CCHIMA means Certificant member of the Canadian Health Information Management Association
 - Associate, CCHIMA means Associate member of the Canadian Health Information Management Association
 - CHIMA means Canadian Health Information Management Association
 - CHIM means Certified in Health Information Management

Article 22: Amendments to Bylaws

- 22.1 The procedure covering the amendments to the Bylaws shall be as follows:
- 22.1.1 All proposed amendments shall be in the hands of the Chair of the Policy, Constitution and Bylaws Committee at least ten (10) weeks prior to the issuance of the AGM notice.
- 22.1.2 Such proposed amendments shall be submitted in writing by the Policy, Constitution and Bylaws Committee, with its recommendations to the Executive Committee at least two (2) months before the date of the AGM.
- 22.1.3 Such proposed amendments shall be appended to the Notice of the AGM at which they are to be discussed.

- 22.1.4 Amendments to the Bylaws must be approved by three-fourths (3/4) majority vote of the voting members present at the AGM or a Special Meeting.
- 22.1.5 Every such approved amendment shall be filed in duplicate with the Registrar of Companies.