

**CONSTITUTION OF THE HEALTH INFORMATION MANAGEMENT ALUMNI
ASSOCIATION OF THE SCHOOL OF ALLIED HEALTH AT THE COLLEGE OF
HEALTH PROFESSIONS AT COPPIN STATE UNIVERSITY**

Amended August 14, 2013

**Article I
Name**

The name of this organization shall be the, "Health Information Management Alumni Association of the School of Allied Health at the College of Health Professions at the Coppin State University," hereafter referred to as the Health Information Management (HIM) Alumni Association.

**Article II
Purpose**

The HIM Alumni Association supports the core values of the profession and the mission of the College of Health Professions and its governing accreditation organization Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM) by promoting the continued education, development, service and research of alumni through programs, activities, social networking and professional development.

**Article III
Membership**

A member is any person who has received a degree in Health Information Management from the School of Allied Health at the College of Health Professions at the Coppin State University shall be eligible for membership.

**Article IV
Structure**

Section 1. Governing Board Members and Terms

The governing board will be elected by the general membership and shall be responsible for strategic planning and implementation of the HIM Alumni Association. All governing board members must be in good standing at the time of their terms commence and remain in good standing for the duration of their terms. Governing Board members shall serve terms of three years duration. Terms shall be staggered, so that at least two expire each year. No more than two consecutive terms can be served by governing board members. A governing board member that has served previously shall not be eligible for nomination as a governing board member until he or she has at least one year outside the board. The governing board consists of the following offices:

1. President
2. Vice President
3. Secretary

4. Treasurer
5. Director of Career Development and Alumni Relations

Section 2. Appointed Ex-Officio Board of Directors and Terms

The following positions will be appointed by the Governing Board members. Members of the Board of Directors of HIM Alumni Association will serve for the duration of their employment in the specified job title while affiliated with Coppin State University. The board of directors shall consist of:

1. Chairperson, Health Information Management Program (Ranking Member)
2. Dean of the College of Health Professions at the Coppin State University
3. Associate Dean of the School of Allied Health at the College of Health Professions at the Coppin State University
4. Director of Alumni Relations from the National Association (Coppin)
5. President of Student Health Information Management Association (SHIMA) or designated Member of the Board

Article V Meetings

Section 1. Annual Meeting

The HIM Alumni Association shall hold an Annual Meeting in April, at a place within Baltimore, Maryland, at a time such to be determined by the Governing Board.

Section 2. Regular Meetings

Quarterly meetings shall be held by the Governing Board to provide an update on the strategic direction, programs, activities, and budget of the HIM Alumni Association. If a Governing Board member misses two scheduled board meetings without prior notification to the President, this will be interpreted as a resignation from the office or position held. The protocol for nominating governing board members will then be followed (as defined in Bylaws, Article V, Section 1).

Section 3. Special Meetings

Special meetings may be held at any time within Baltimore, Maryland as requested by the President and Vice President, with the approval from the Ranking Member of the Ex-Officio Board of Directors. At least 5 active members with the approval of the Ranking Member of the Ex-Officio Board of Directors may call a special meeting at any time within Baltimore, Maryland.

Section 4. Meeting Protocol

Governing Board members are required to be prepared to present a report of all activities and tasks that fall within their jurisdiction at each meeting as needed.

Article VI
Revisions

To amend the bylaws, a proposal must be submitted to the Ex-Officio Board of Directors at least one month in advance of any intended action and must be approved by a two-thirds vote of the Ex-Officio Board of Directors. If approved, final ratification and amendment must be received by two-thirds majority vote of active members.

**BYLAWS OF THE HEALTH INFORMATION MANAGEMENT ALUMNI
ASSOCIATION OF THE SCHOOL OF ALLIED HEALTH AT THE COLLEGE OF
HEALTH PROFESSIONS AT COPPIN STATE UNIVERSITY**

Amended August 14, 2013

Article I

Membership Requirements

Section 1. Active Membership

A member is any person who has received a degree in Health Information Management from the School of Allied Health at the College of Health Professions at the Coppin State University shall be eligible for membership. Only financially active members who have paid their membership dues for the current fiscal year shall be entitled to vote and/or hold office. No person shall be denied membership on the basis of race, sex, color, creed, national origin, sexual orientation, age, marital status or handicap.

Section 2. Associate (Non-Active) Membership

An associate member is any person who has received a degree in Health Information Management from the School of Allied Health at the College of Health Professions at the Coppin State University who has not paid membership dues for the current fiscal year and has submitted a letter with their signature requesting removal from the financially active membership roster, to the President or Vice President. Non-active members shall not be entitled to vote and/or hold office.

Article II

Membership Dues and Terms

Section 1. Beginning (Date TBD), annual membership dues levels shall be as follows:

- a. Active Membership: \$50.00
- b. All recent (current calendar year) graduates of the HIM program from the School of Allied Health at the College of Health Professions at the Coppin State University are eligible for a one-year active membership at no charge in the year following their graduation.

Section 2. Membership Year

Membership is for one fiscal year, beginning on July 1 and concluding on June 30 of the following calendar year.

Section 3. Membership Voting

- a. Voting Members - For the purposes of ratifying and amending bylaws and the mission statement, voting shall be open to all financially active members. The decision shall be made based on a two-thirds majority of all financially active members and two-thirds of the Ex-Officio Board of Directors (as defined in Section VII). Any member who wishes

to vote in absentia needs the approval of two-thirds of the governing board members before the vote can be counted.

- b. Non-voting Members shall consist of Ex-Officio members, and Associate Members.

Article III

Duties

- a. The President shall lead in furthering the mission of HIM Alumni Association. He or she shall administer and be responsible for the general activities of the HIM Alumni Association. He or She will preside and coordinate all meetings and business. He or she will oversee all funds and authorize expenditures within the operating budget.
- b. The Vice President shall be responsible for representing the HIM Alumni Association as requested by the President. He or she shall preside over meetings and business in the absence of the President. He or she shall ensure all programming goals are met, and maintain a calendar of all HIM Alumni Association events.
- c. The Secretary shall maintain written records of all meetings. Shall keep a written and approved copy of previous minutes. He or she shall provide a written agenda for all meetings. He or she shall draft correspondence regarding HIM Alumni Association activities and programs.
- d. The Treasure shall manage the finances for the HIM Alumni Association and work with the budget office at the College of Health Professions at the Coppin State University. He or she shall draft the annual budget, and submit quarterly financial reports to the Ex-Officio Board of Directors.
- e. The Director of Career Development and Alumni Relations shall at as a liaison between the National Association (Coppin) and HIM Alumni Association. He or she shall notify members of programs, activities, and meetings. He or She shall serve as a liaison between the HIM Alumni Association Governing Board, Ex-Officio Board of Directors, and Committees.

Article IV

Committees

Section 1. Nominating Committees

A Nominating Committee will be composed of three active members, voted on by active members at the Annual Meeting.. The role of the nominating committee is to coordinate the election process and seek out appropriate candidates, whether by self nomination or formal nomination. Nominations for new Governing Board members will open January 1, and presented by January 31 of each year. Electronic ballots will be sent to active members no later than March 1, and return electronic ballots will be accepted through March 15. Newly elected Governing Board members will be announced at the Annual Meeting to all members, and their terms of office will begin on July 1.

Section 2. Social and Networking

The Social and Networking Committee is responsible for designing and executing events that serve the mission, and will help to create fundraising events. This committee also works to plan

various networking and social events to maintain connection to the National Association (Coppin).

Section 3. Outreach and Recruitment

The Outreach and Recruitment Committee is responsible for assisting in the recruitment of prospective members and assisting the Health Information Management Program in recruiting prospective students. This committee works to develop avenues in which Health Information Management can be known within the university at large, the community and the greater Maryland area.

Section 4: Professional Development

The Professional Development Committee works to provide alumni with opportunities to further their careers through continuing education, while maintaining the highest ethical standards.

Section 5: Advisory Committee

The Advisory Committee shall develop, implement and review the strategic plan, direction, and goals of the HIM Alumni Association to ensure the association are furthering the mission of the College of Health Professions at the Coppin State University.

Section 6: Fundraising Committee

The Fundraising Committee is responsible for working towards increasing alumni giving and identifying philanthropic opportunities in the community to assist the HIM Alumni Association with furthering its mission. The Committee is responsible for general fundraising initiatives, and developing solicitation and appeals to support fundraising goals. The Committee invites alumni to financially support the National Association annually. The Committee works directly with the chapter's Treasure to ensure funds raised are stewarded appropriately.

Article V

Parliamentary Authority

Robert's Rules of Order (current edition) shall prevail at all meetings of the General Body, the Governing Board and all committees, unless inconsistent with the Constitution and Bylaws of the HIM Alumni Association.

List of Active Members

Member Name	Executive Board Position
Christopher Rogers	President
Basirat Giwa	Vice President
Ashley Costley	Treasurer
Courtney Jacobs	Secretary
Director of Career Development	Robert Branch

List of Associate (Non-Active) Membership

Last Name	First Name
Asiedu	Moses
Brown	Terika
Taylor	Tonya
Thornton	Kyrston
Boone	Rosemary
Johnson	Sean
Jones	Maria
McCoy	Valerie
Mills	Darron
Teklahymanot	Jerusalem
Wade	Mardalena
Adelae	Oyin
Amaha	Beile
Branch	Robert
Cole	Michelle
Costley	Ashley
Giwa	Basirat
Hardy	Leisel
Hollaway	LaSheena
Holt	Janay
Jacobs	Courtney
Johnson	Ciera
Nwakama	Cajetan
Okubanjo	Peggy
Richmond	Tara
Roberts	Megan
Rogers	Chris
Rooks	Antoinette
Snowden	Jessica
Thompson	Shavionne

Agyemang	Nana
Annoon	Kweku
Bangu	Theresia
Beasley	Whitney
Blackston	Tamera
Brown	Shanah
Cromwell	Lakesha
Ebuwei	Patience
Hull	Adrienne
Jackson	Kevon
Kanu	Fatmata
Mbongo	Rosaline
Montgomery	Tiara
Moseley-McNeil	Qwan
Nance	Alanda
Ogunrinde	Toluwalope
Omopariola	Grace
Prather	Letitia
Pratt	Latoya
Sesay	Ramatulai
Simmons	Aisha
Thompson	Deborah
Toliver	Tiffany
Walker	Deniesha
Wellman	Rakeeda