

**Constitution**

**of the**

**International Federation of Health Information Management Associations (IFHIMA)**

Formerly, the International Federation of Medical Records Organisations (IFMRO) (1968 -1976)  
the International Federation of Health Records Organizations (IFHRO) (1976 - 2010)

AMENDED JANUARY 1979  
AMENDED APRIL 1980  
AMENDED OCTOBER 1988  
AMENDED SEPTEMBER 2000  
AMENDED OCTOBER 2004  
AMENDED MAY 2007  
AMENDED NOVEMBER 2010  
AMENDED MAY 2013  
AMENDED OCTOBER 2016

**ARTICLE I. NAME**

The name of this international body shall be the International Federation of Health Information Management Associations, herein referred to as the Federation.

**ARTICLE II. PURPOSES**

The purposes of this Federation shall be to:

- (a) promote the development and practice of health information management (HIM) in all countries
- (b) advance the development and use of international HIM standards
- (c) provide for the exchange of information on HIM education requirements and training programs
- (d) provide opportunities for education and communication between persons working in the field of HIM in all countries
- (e) promote the appropriate and effective use of technology and the electronic health record

## **ARTICLE III. MEMBERSHIP**

### **Section 1**

Membership of this Federation shall be of five types: National, Associate, Honorary, Corporate and Educational Institution.

### **Section 2**

**National Member.** The association in each country which is representative of the national activities within the field of HIM.

The National Member shall have one primary representative (Director) and one alternate representative (Deputy Director). The Director shall serve on the General Assembly with full voice and voting rights.

In the absence of the Director, the Deputy Director represents the National Member association at the General Assembly meeting held at the time of the triennial International Congress.

In the absence of the Director and Deputy Director, the National Member association may nominate one of its members to represent it and to vote at the General Assembly meeting held at the time of the triennial International Congress.

### **Section 3**

**Associate Member.** An individual working in the field of HIM. Associate members shall have the right to serve on committees and task groups, but shall not have the right to hold office or vote.

### **Section 4**

**Honorary Member.** An individual who has earned exceptional merit in furthering the goals and interests of the Federation.

### **Section 5**

**Corporate Member.** Any institution, company, hospital or other organization working in the healthcare field. Corporate Members shall have the right to serve on committees and task groups, but shall not have the right to hold office or vote.

## **Section 6**

**Educational Institution Member.** Any educational institution is one that provides formal education in Health Records/Health Information Management. The educational institution is recognized by the local or national Health Information Management Association and meets any nationally required educational accreditation standards. The Educational Institution Member representing the institution shall have the right to serve on committees and task groups, but not the right to hold office or vote.

## **Section 7**

**Application for Membership.** All applications for each type of membership in the Federation shall be made on the appropriate application form and forwarded to the address designated by the Executive Board and included on the form.

If an application for National Membership is received from a country already represented by a National Member, the Executive Board shall attempt to resolve the issue by contacting both organizations. If the issues cannot be resolved, the Executive Board shall, in writing or by email, notify the members of the General Assembly and request that they vote on a recommended course of action. The Executive Board could recommend from the following list:

- (a) to reject the new applications
- (b) to propose that the applying organization is more representative than the existing National Member
- (c) to suggest to the organization a mechanism for merging their interests and then to re-examine the matter in one year

The General Assembly members shall decide on the recommendation by a majority vote of those responding.

Any applicant can appeal a negative decision within sixty (60) days from receipt of notification of the final decision. A final decision, either by the Executive Board or the General Assembly members shall be completed within sixty (60) days of receipt of the appeal.

The Executive Board may refer to the General Assembly members any application in question or an appeal of a decision of the Executive Board regarding membership. Any decision referred to the General Assembly members will be decided based upon the majority of those members responding.

## **Section 8**

**Resignation.** A member of any category may withdraw from the Federation provided a notice is submitted in writing to the President of the Federation. No dues will be refunded regardless of the time of year the resignation is submitted.

## **Section 9**

**Termination.** Any member that has not paid the annual dues for the preceding year will be terminated upon notice from the President of the Federation.

An appeal, in writing to the President of the Federation, may be made to the Executive Board for consideration.

## **ARTICLE IV. GENERAL ASSEMBLY**

### **Section 1**

**Composition and Appointment.** The General Assembly is composed of the Directors (one per National association) appointed by each National Member association. National Member associations are responsible for making appropriate nominations for National and Deputy Directors.

The Deputy Director (one per National association) shall be appointed by each National Member association to serve in the absence of the Director with voice and vote. A Deputy Director serving in the absence of a Director, who is also a member of the Executive Board, does not represent the Director on the Executive Board. A National Member association may nominate a representative to represent its interests at the General Assembly if the National and Deputy Director are unavailable.

The names of Directors and Deputy Directors must be provided by the National Member association to the President at the beginning of each calendar year. Names of Directors and Deputy Directors attending the meeting of the General Assembly held during the Congress must be submitted to the President three (3) months prior to the meeting of the General Assembly, indicating whether the Director is prepared to stand for executive office.

Any changes in status of Directors and Deputy Directors must be immediately submitted, in writing or via email, to the President.

### **Section 1.1**

**Vote.** Only National Members (Directors or Deputy Directors) of the Federation whose association has paid its annual dues can vote on matters of the Federation or be seated at the General Assembly meeting at the time of the triennial International Congress.

At the meeting of the General Assembly held at the time of the Congress, Directors (or Deputies in the absence or inability of the Directors) have one (1) vote in person or by written proxy. Such proxy votes may be cast only when voting by ballot for officers, or on questions, which

have been submitted to the National Member associations two (2) months prior to the meeting of the General Assembly.

The meeting of the General Assembly held at the time of the triennial Congress will serve as a forum for discussion about issues related to international health information management.

The Executive Board can ask the members of the General Assembly to consider and vote on issues at any time outside the meeting of the General Assembly as long as the information is provided in paper or electronic format to the members within a time frame reasonable for mailing and response and not to exceed two (2) months. The results of such referendums will be reported promptly to the National Member associations.

### **Section 1.2**

**Term of Office.** Directors and Deputies shall be appointed for a three (3) year term and shall be primary contact(s) for all business pertaining to the Federation. Directors or Deputies who move to another country will no longer serve as a Director or Deputy for the country they have moved from.

Directors (or Deputies in the absence of the Directors) shall be delegated by his/her association to make decisions and act on the national association's behalf except in financial matters.

The term of office for Directors and Deputy Directors shall commence at the closure of the General Assembly meeting held at the time of the triennial Congress. Any changes during the term of office shall be reported as soon as possible to the President. National Member associations are responsible for making appropriate nominations for National and Deputy Directors.

### **Section 1.3**

**Duties and Responsibilities.** The General Assembly has the following duties and responsibilities:

- (a) To provide input to the Executive Board in the strategic planning process
- (b) To elect the members of the Executive Board
- (c) To approve the Constitution
- (d) To act as an appeal forum regarding membership
- (e) To review the expenditures
- (f) To adopt the budget
- (g) To accept audit reports

(h) To determine the site for the next triennial International Congress

## **Section 2**

**Meetings.** The General Assembly will hold a face to face meeting at the time of the triennial Congress. The Executive Board shall conduct business of the Federation during the time between Congresses. Members of the General Assembly will be called upon by the President to provide input, take action and vote between meetings of the General Assembly at the time of the Congress.

## **Section 3**

**Quorum.** Directors (or Deputies or nominated representatives if Directors are not present) attending the meeting of the General Assembly held at the time of the triennial Congress shall constitute a quorum. A majority of the National Members shall constitute a quorum for all votes taken between meetings of the General Assembly.

## **ARTICLE V. EXECUTIVE BOARD**

### **Section 1**

**Composition.** The Executive Board shall be the governing body of the Federation. It shall consist of eight (8) members who are the officers of the Federation. The Officers shall consist of a President, a President Elect and 6 Directors: one to have oversight of each of six (6) regions: Europe, the Americas, Africa, the Eastern Mediterranean, South East Asia, and the Western Pacific.

The Immediate Past President shall serve on the Executive Board in an ex-officio capacity for three years.

#### **Section 1.1**

**Eligibility for Office.** To be eligible to hold office in the Federation, an individual must be the nominated Director of a national association which is a member in good standing of the Federation.

#### **Section 1.2**

**Nominations.** Nominations must be submitted to the President three (3) months prior to the General Assembly held at the time of the Congress.

#### **Section 1.3**

**Elections.** Officers constituting the Executive Board shall be elected by the nominated national directors (or Deputy Directors or nominated representatives if Directors are not available) of each National Member by ballot vote of the members present at the General Assembly at the time of the triennial International Congress. A majority vote of those present and voting in person or by proxy shall elect.

In the case of a tie, those Directors present at the meeting of the General Assembly shall take a second ballot. No proxy votes shall be permitted on a second ballot. In case of a tie from the second ballot the tie shall be resolved by lot.

#### **Section 1.4**

**Term of Office.** Officers shall serve until the close of the next triennial meeting of the General Assembly held at the time of the International Congress. Officers, with the exception of the President and President-Elect, may serve two consecutive terms.

In the event an International Congress must be rescheduled and the triennial meeting of the General Assembly is delayed, officers shall continue in office and the Executive Board shall carry on the necessary business of the Federation until the next meeting of the General Assembly at the International Congress.

#### **Section 1.5**

**Vacancy in Office.** In the case of a vacancy in office of the President, the President-Elect shall assume the office of the President. The President with approval of the Executive Board shall fill other vacancies in offices.

#### **Section 1.6**

**Removal from Office.** The Executive Board may remove an officer for unprofessional behaviour or failure to perform the duties of the office.

#### **Section 1.7**

**Duties and Responsibilities.** The Executive Board shall have the following duties and responsibilities:

- (a) Develop and implement the Federation's strategic goals
- (b) Develop revisions to the Constitution for recommendation to the General Assembly
- (c) Approve, based upon the President's recommendations, chairpersons and members of committees and task groups
- (d) Act upon membership applications and appeals (see Article III, Section 6 Application for Membership)

- (e) Approve the time of the triennial Congress.
- (f) Develop and approve the budget
- (g) Provide for audit of accounts
- (h) Approve disbursement of funds
- (i) Fill vacancies in office as provided in Article V, Section 1.5.
- (j) Approve special meetings of the General Assembly and interim conferences
- (k) Approve on-site meetings of the Executive Board
- (l) Provide information to the General Assembly on a regular basis
- (m) Perform other duties and activities as necessary to the business of the Federation

## **Section 2**

**Meetings.** A regular meeting of the Executive Board shall be held prior to, and immediately after, the General Assembly meeting held at the time of the triennial Congress. Other meetings shall be at the call of the President.

## **Section 3**

**Quorum.** The members present constitute a quorum.

## **Section 4**

**Business Between Meetings.** The President will submit to the Executive Board, business of the Federation that requires consideration and/or vote. A majority vote of the members of the Executive Board shall be considered the action of the Executive Board. Any action shall be documented and considered as official minutes of the Executive Board.

## **ARTICLE VI. COMMITTEES AND TASK GROUPS**

There shall be such committees and task groups as are needed to carry out the business of the Federation. These shall be appointed by the President and approved by the Executive Board.

The Committee/Task Group Chairperson shall report, in writing, to the Executive Board at least annually.

## **ARTICLE VII. INTERNATIONAL CONGRESS**



**Section 1**

The Federation shall hold a triennial International Congress, which shall provide the occasion for a meeting of the General Assembly and an international educational forum.

**ARTICLE VIII. FINANCES**

**Section 1**

**Fiscal Year.** The Fiscal year of the Federation shall be the calendar year.

**Section 2**

IFHIMA is incorporated in the United States (in the State of Illinois) since 2013.

**Dues.** The annual dues for each National Member shall be based upon the total number of members of the association at the close of the previous year. The Executive Board shall set the amount at the beginning of each year.

The Executive Board shall set other member category dues at the beginning of each year.

**ARTICLE IX. AMENDMENTS**

The Constitution may be amended by a two-thirds (2/3) vote of the General Assembly provided that a copy of the proposed amendments has been sent to each Director at least two (2) months prior to voting.

**ARTICLE X. FORMAL ALLIANCES WITH OTHER ORGANIZATIONS**

Alliances with other organizations may be determined by the Executive Board based upon the strategic goals and/or the international HIM environment.

Such relations shall be by mutual agreement of the Federation and the organization(s) and recorded and signed by the respective organizations.

**ARTICLE XI. DISSOLUTION**

Upon the dissolution or final liquidation of the Federation, any assets remaining after all obligations have been satisfied shall be the decision of the Executive Board.

**STANDING RULES**

An ex-officio Board Member, Membership Chair, will be appointed by the President at the beginning of each term, and will serve the same term as the President

Six months in advance of every IFHIMA General Assembly and Congress, a committee of the IFHIMA Executive Board appointed by the President will review and meet by teleconference, to conduct the selection process for any applications to attend the Congress meeting, to be funded through the IFHIMA Ulli Hoffmann Memorial fund. Recommendations will be made to the Board. The Board will, in the spirit of how the monies were given, select up to three (3) individuals from developing countries to receive this scholarship money. The amounts will be determined by each Board and consideration given to available dollars and costs of attending. IFHIMA will announce twelve (12) months in advance of the General Assembly and Congress that applications to attend may be submitted.