# The Health Information Management and Systems Student Organization

## The Ohio State University

**Constitution**

**Purpose**

The purpose of the Health Information Management and Systems Club at The Ohio State University (hereafter HIMS Club) is to represent the students of the HIMS major within the larger university.

**Objectives**

The objectives of the HIMS Club include, but are not limited to, the following:

1. Aiding current students in their pursuit of knowledge concerning the profession
2. Providing opportunities for students to enrich their classroom experience, through social gatherings, community service, and professionalism opportunities
3. Fundraising for a potential trip to the American Health Information Management Association’s annual professional convention, depending on student interest and financial capability
4. Recruiting of future HIMS students

**Non-Discrimination Policy**

This organization does not discriminate on the basis of age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, protected veteran status, or any other bases under the law, in its activities, programs, admission, and employment.

**Membership**

The HIMS Club is to be made up of the junior and senior classes of the HIMS major. There will be no registration; membership will be automatic. Pre-HIMS students and instructors are welcome to meetings. In case of a vote, only the students currently enrolled in the HIMS major will be allowed to participate. General members of the HIMS Club are expected to participate in fundraising and other events with the Club. Those members who do not wish to participate will notbe considered active and will not receive reimbursement for expenses acquired at the AHIMA yearly Convention.

General membership will be immediately terminated for students who are no longer enrolled within the HIMS program, for any reason. Membership can also be terminated, by majority vote of the general body or unanimous vote of the class’s officers, if a member, in any way, is found in violation of The Ohio State University Student Code of Conduct. Harassment and other unethical actions (such as stealing class funds, degrading the HIMS profession, etc.) are also means for a general body vote on dismissing an individual’s membership. The president must consult advisor before any action may be taken.

**Organization Structure**

Each officer will be elected by his or her respective classmates during their junior year, elections will take place in late August or early September. The seniors will remain in their offices until the end of fall semester, whereupon an agreement regarding any possible transfer of resources or responsibilities can take place and the juniors will officially have control of the HIMS Club. Here are the positions to be filled and a brief non-exclusive description of duties:

**President**

* Responsible for communicating information to the class
* Delegating tasks amongst class officers and classmates
* Point-of-contact for any questions or concerns regarding class events
* The president must attend a training session held at the Union, which covers the duties and responsibilities of being the president of a club, fundraising information, information about grants, and information on branding
* The president helps lead fundraising events for AHIMA and assists the Treasurer with financial duties
* Responsible for organizing meetings with class officers
* Responsible for having monthly meetings with the advisor
* In-charge of organizing the HIMS Junior Welcome Lunch and the Senior Send-Off Luncheon
* Responsible for holding Junior class elections during Autumn semester

**Vice-President**

* Provide leadership in addition to that of the president
* Communicates important information to the class
* Helps manage the Administrative page for HIMS
* Serve in place of president if the elected president is unavailable
* Assists with fundraising
* Main point-of-contact for classmates about AHIMA convention and opportunities
* Provide general support to other officers if necessary

**Secretary**

* Take minutes at HIMS Club meetings
* Send out official correspondence if necessary
* Communicates upcoming events and event information to class
* Help in Club and planning

**Treasurer**

* Manage Club finances, including creation/maintenance of official bank account
* Help the financial planning for any trips, if necessary
* Communicate financial updates to President
* Work with the Fundraising Chair to meet any financial goals established by the group

**Fundraising Chair**

* Create financial goals for AHIMA convention
* Guide the group towards meeting financial goals, with the support and coordination of the Treasurer
* Help organize community service initiatives with the president
* Work towards charitable donations

**Student Council Representative**

* Attend meetings of the School of Allied Medical Professions’ Student Council
* Help coordinate activities between the HIMS Club and the School as a whole
* Inform the HIMS students of any important information regarding the entire School

**Miscellaneous Issues**

Other issues of importance to consider:

* The rising seniors should renew the Club’s registration at the beginning of fall semester, in order to ensure that the registration does not expire
* The constitution can be amended by a simple majority vote of the officers, with the advisor’s vote as the tiebreaker if needed
* A class can decline to elect an officer to any of the positions listed above, however the position cannot be entirely removed from the constitution unless it has been vacant for three consecutive classes. New positions can be added at the discretion of the officers
* The list of responsibilities above is non-exclusive and can be adjusted as necessary, this merely acts as a guide
* If an officer is eschewing all responsibilities and refuses to act in the best interest of the HIMS Club and all its members, the other officers can remove that officer with a unanimous vote. After removal, the position can remain empty or the officers can hold another vote to select a replacement, either from within the ranks of the officers or from the general Club.
* The President is required to conduct a meeting with the advisor for club updates.
* All officers are required to attend the bi-weekly in-person meetings.