**North Carolina Association of Clinical Documentation Improvement Specialists (NCACDIS) Bylaws**

**Article I - Name**

North Carolina Association of Clinical Documentation Improvement Specialists (NCACDIS)

**Article II - Mission**

The mission of NC ACDIS is to promote continuing educational programs and professional growth for Clinical Documentation Improvement Professionals. Examples of Clinical Documentation Improvement Professionals include CDI specialists, RHIA, RHIT, CCS and other related healthcare professionals.

The NC ACDIS will provide support in networking opportunities through conferences and NC ACDIS affiliated informational sources.

**Article III- Geographic Boundaries**

This organization is for all CDI professionals with the primary focus of those living and working in North Carolina and the Southeast region.

 **IV- Membership**

Any CDI Specialist or related professional working in the clinical documentation profession, such as CDIS, Coder and Auditor, and/or living within the stated geographic boundaries stated in Article III are eligible to join. There is a dues payment per person per year (subject to increase per board vote).

The dues will include a one-year membership to the North Carolina ACDIS Chapter. The dues will include a NC ACDIS pin, reduced conference registration, and reduced national ACDIS membership.

Yearly dues must be paid in full to receive full benefits. Annual membership dues are determined by the officers and due during the month of April. Membership term is from April to March.. The membership fee can be paid via the NC ACDIS website, or under individual circumstance other payment arrangements can be made.

Active membership to National ACDIS does not include a NC ACDIS membership.

**Article V - Voting**

Members are eligible to participate in the voting process. The voting process will include voting on bylaws, election of officers and any other matters determined by the officers.

Nomination forms will be sent out by April 1st to all on the general email list. Nominations will be returned no later than April 30th. Nominations will be reviewed by the officers for eligibility and willingness to serve. Ballots will be distributed via email August 1st to members. Voting will close August 31st. The elected officers will be announced on the association webpage and introduced during the Fall conference.

Nominee eligibility: Must have a current or previous position, within the last two years, that promotes clinical documentation improvement. Nominees do not have to be a member of NC ACDIS or National ACDIS , but if elected will be required to become a member of National ACDIS. Nominees for President must hold the CCDS or CDIP. Should a president elect not hold the CCDS or CDIP the expectation is that the CCDS or CDIP will be obtained prior to assuming the office of President.

Elections will be held yearly in August beginning in 2018.

Other matters requiring a vote will be accomplished by email ballot. After results from the email ballot have been determined, the Secretary will distribute the results to all members.

Other matters of concern should be expressed to any of the elected officers.

**Article VI- Officers/Board Members**

The NC ACDIS Board consists of elected officers and retired officers within the preceding 2 years.

All officers and board member positions are voluntary and non-compensated.

Elected officers will include President, President-elect, Secretary, Secretary elect ,Treasurer , Treasure elect , and they must hold current membership to National ACDIS.

**President/President elect**

 The President must hold a current Certified Clinical Documentation Specialist (CCDS) , or Clinical Documentation Improvement Professional (CDIP) credential and must be a member of the National Association of Clinical Documentation Improvement Specialist (ACDIS). The President-elect must be in pursuit and have obtained the credential prior to assumption of the President's office.

The President and President-elect will hold a one-year term.

The President-elect will assume the office of the President at the end of the President's term. If for some reason, the President cannot fulfill their duties, the President-elect will assume the office.

**Secretary / Secretary elect**

The Secretary and Secretary elect will hold a one year term

The Secretary elect will assume the office of the Secretary at the end of the Secretary’s term. If for some reason, the Secretary cannot fulfill their duties, the Secretary elect will assume the office.

**Treasurer / Treasurer elect**

The Treasurer and Treasurer elect will hold a one year term

The Treasurer elect will assume the office of the Treasurer at the end of the Treasurer’s term. If for some reason, the Treasurer cannot fulfill their duties, the Treasurer elect will assume the office.

**Other officer matters**

In the circumstance an officer is not fulfilling their role responsibilities the officers will convene. After review the officers may take action to remove the officer from their position. An officer may relinquish their position at any time.

In the event of an unplanned vacant position an eligible candidate will be sought and appointed by the officers.

Elected officers must attend 75% of board and quarterly meetings,

Current NC ACDIS officers are exempt from NC ACDIS membership dues and conference fees.

**Duties of the Board and officers include, but are not limited to:**

**President-** The President assumes responsibility for the Association’s consistent achievement of its mission by; providing direction and leadership to achieve the Association's purpose, strategy, and objectives. The President serves as Chairman of the NC ACDIS Board. The President will be the liaison between National ACDIS and NC ACDIS.

**Duties:**

* Oversees the election process
* Conducts the quarterly board meetings
* Oversees conference planning, implementation and evaluation
* Provides oversight of the NC ACDIS website
* Provide direction and leadership to the Internet presence subcommittee
* Meets quarterly with the Treasurer to review budget and financial statements
* Is a designated cosigner for the NC ACDIS bank account
* Delegates any other duties as necessary to officers and committees
* Ensures review of conference evaluations and communicates results of evaluations to the conference speakers.

**President- elect** – The President-elect serves as an aide to the President and shall assume the duties of this office in the absence or inability of president to preside. The President-elect accepts responsibilities delegated by the President such as representing the President at meetings, and any other duties as appropriate to the Presidency.

**Duties:**

* Oversees the conference venue/food/vendor committee
* Oversees the speaker committee
* Responsible for oversight of review and revision of bylaws
* Will provide continuity of programs already implemented and help to develop future priorities.
* Responsible for submitting and obtaining of CEU’s from National ACDIS
* Will assume the role of President after one year.

**Secretary –**The Secretary is responsible for the communication and record keeping.

**Duties:**

* Records minutes of meetings; Board and officer meetings and conference planning calls
* Responsible for posting and maintaining minutes on Associations repository
* Ensures all NC ACDIS correspondence is addressed
* Maintains current roster of members
* Distributes bylaws and chapter business to NC ACDIS members
* Responsible for Associations laptop computer
* Responsible for maintaining backup of Associations files on google drive

**Conference duties:**

* + Creates webpage for each conference
	+ Creates and maintain registration material /link
	+ Develops and distributes conference flyer
	+ Obtains speaker presentations and convert to PDF file
	+ Posts presentations on conference specific webpage
	+ Creates conference evaluation form posts on conference webpage
	+ Reconciles registration square receipts with the registration form according to defined process
	+ Posts CEU’s in conference file
	+ Records and files minutes for Association- related meetings

**Treasurer-** The Treasurer will oversee the finances of NC ACDIS

* Maintains accurate account of all receipts and disbursements of the Chapter
* Maintains bank account
* Submits quarterly financial reports to the officers
* Annually files form 990-N electronic notice to the Dept of Treasury
* Maintains the NC ACDIS PO box
* Obtains NC ACDIS pins
* Seeks advice from an accountant as needed upon approval from president
* Reports financial updates at conferences
* Responsible for payment of NC ACDIS chapter expenses
* Maintains and update square account presence

Treasurer and Secretary elect will act as aide to Treasurer and Secretary and assume the duties of these offices in the inability of the officer to perform their duties. They will assume their respective office at the end of the corresponding officer’s term.

**VII- Meetings/Conferences**

The NC ACDIS will hold conferences – Fall, Winter, and Spring, ( subject to change).

 Anyone interested can attend the conferences , without membership, for a fee. NC ACDIS officers and conference speakers receive free registration. The conference hosting facility will receive up to 3 free registrations.

Registration and fees must be received five days prior to the conference. No registration or payment at the door unless prior approval by the president. You may transfer registration to another designee. The designee with have to register online and indicate in the comment section who they are replacing.

If NC ACDIS has to cancel a scheduled conference due to unforeseen circumstances conference fees will be refunded.

A volunteer host facility/appropriate venue will be obtained to hold each conference. The officers along with the host facility will work together with organization of the conference.

Officers will meet quarterly and as needed.

**VIII-Committees**

The following committees are to assist the officers in conference planning and are directed by the overseeing officer.

1. Speaker
2. Food ,vendors and Venue
3. Gifts
4. Internet presence

With the advancement and growth of the NC ACDIS , future committees will be developed.

**IXI-Contracts and Finances**

This is a not for profit organization. The Treasurer and President will be responsible for the chapter bank account. Either of these two designated officers may write checks and or use credit/debit card on behalf of the organization. No self reimbursement will be allowed. All expenditures must be approved by the President prior to payment of any monies on behalf of the NC ACDIS Chapter organization.

NC ACDIS does not formally endorse any sponsor or participating vendor. NC ACDIS may accept vendor support to promote educational programs and professional growth.

All financial records will be kept for a minimum of 7 years. Financial records will be posted on NC ACDIS repository. The funds will be deposited in a designated bank account determined by the treasurer. Per the request of the designated bank for NC ACDIS accounts any changes in officers, minutes from each chapter meeting and Bylaws will be given to the bank.

**X- Amendment of Bylaws**

The bylaws will be reviewed by the officers annually in January and sent to the membership in February for approval.

The bylaws may be amended by the members of a majority online vote. The newly amended bylaws will therefore be amended and a copy sent to all members.

**XI Indemnification**

NC ACDIS may indemnify officers and agents of NC ACDIS to the maximum extent permitted by applicable law.

**XII- Dissolution**

Upon the event of dissolution of the NCACDIS Chapter Organization, any funds remaining will be applied to a final conference.