

Constitution
of the
International Federation of Health Records Organizations

AMENDED JANUARY, 1979
AMENDED APRIL, 1980
AMENDED OCTOBER, 1988
AMENDED SEPTEMBER 2000
AMENDED OCTOBER 2004
AMENDED MAY 2007

Article I. Name

The name of this international body shall be the International Federation of Health Records Organizations, herein referred to as the Federation.

Article II. Purposes

The purposes of this Federation shall be to:

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

Article III. Membership

Section 1

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

Section 2

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

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

In the absence of the Director, the Alternate Director represents the National Member organization at the General Assembly meeting held at the time of the International Health Records Congress.

In the absence of the Director and Alternate Director, the National Member organization will not have representation at the General Assembly meeting held at the time of the International Health Records Congress.

Section 3

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

Section 4

Affiliate Member. Any national or international organization, professional or governmental, engaged in, or closely related to the healthcare field. Affiliate members shall have the right to serve on committees and task groups, but shall not have the right to hold office or vote.

Section 5

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

Section 6

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 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 Committee and included on the form.

If an application for national membership is received from a country already represented by a National Member, the Executive Committee shall attempt to resolve the issue by contacting the organizations. If the issues cannot be resolved, the Executive Committee shall, in writing or by email, notify the members of the General Assembly and request they vote on a recommended action. The Executive Committee 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
- (d) to offer an alternate type of membership.

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 Committee or the General Assembly members shall be completed within sixty (60) days of receipt of the appeal.

The Executive Committee may refer to the General Assembly members any application in question or an appeal of a decision of the

Executive Committee regarding membership. Any decision referred to the General Assembly members will be decided based upon the majority of those members responding.

Section 8

Resignation. Any member 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 Committee 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.

The Alternate 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. An Alternate Director serving in the absence of a Director, who is also a member of the Executive Committee, does not represent the Director on the Executive Committee.

The names of Directors and Alternate Directors must be provided to the President at the beginning of each calendar year. Names of Directors and Alternate 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.

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

Section 1.1

Vote. Only National Members (Directors or Alternates) of the Federation who have paid their annual dues can vote on matters of the Federation or be seated at the General Assembly meeting at the time of the Congress.

At the meeting of the General Assembly held at the time of the Congress, Directors (or Alternates 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 member associations three (3) months prior to the meeting of the General Assembly.

The meeting of the General Assembly held at the time of the Congress will primarily serve as a forum for discussion about issues related to international health records/information management. The Executive Committee 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 three (3) months.

Section 1.2

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

Directors (or Alternates 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 Alternate Directors shall commence at the closure of the General Assembly meeting held at the time of the Congress. Any changes during the term of office shall be reported as soon as possible to the President.

Directors are limited to two (2) consecutive terms except in circumstances where the country may be limited in number of candidates or in number of English speaking candidates. In these circumstances, a request for exception may be made to the President for consideration and decision by the Executive Committee.

Section 1.3

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

- (a) provide input to the Executive Committee in the strategic planning process
- (b) elect the members of the Executive Committee
- (c) approve the Constitution
- (d) act as an appeal forum regarding membership
- (e) review the expenditures
- (f) adopt the budget
- (g) accept the audit reports
- (h) determine the site for the International Health Records Congress

Section 2

Meetings. The General Assembly will hold a face to face meeting at the time of the Congress. The Executive Committee 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 Alternates if Directors are not present) attending the meeting of the General Assembly held at the time of the Congress shall constitute a quorum.

Article V. Executive Committee

Section 1

Composition. The Executive Committee 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 six (6) Regional Directors; one each from the six (6) regions: Europe, the Americas, Africa, Eastern Mediterranean, South East Asia and the Western Pacific.

Section 1.1

Eligibility. To be eligible to hold office in the Federation, an individual must be an active member in good standing of his/her health records association that is a National Member of the Federation.

Section 1.2

Nominations. Each National member association may submit names to the President six (6) months prior to the General Assembly held at the time of the Congress.

Nominations must be returned to the President within three (3) months prior to the meeting of the General Assembly at the time of the Congress.

Nominees for Officers of the Executive Committee should not also be nominated for Director or Alternate Director.

Section 1.3

Elections. The officers, constituting the Executive Committee, shall be elected by the Director members (or Alternates if Directors are not available) of the General Assembly by mail or electronic ballot thirty (30) days prior to the meeting of the General Assembly held at the time of the Congress. Any ballots received after the due date will be discarded unopened.

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 President will cast the deciding vote.

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 Health Records Congress. Officers except the President and President-Elect may serve two consecutive terms.

In the event of a rescheduled International Health Records Congress, such that the triennial meeting of the General Assembly is delayed, officers shall continue in office and the Executive Committee shall carry on the necessary business of the Federation until the next meeting of the International Health Records 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 Committee shall fill other vacancies in offices.

Section 1.6

Removal of Office. The Executive Committee may remove an officer for unprofessional behavior or failure to perform the duties of the office.

Section 1.7

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

- (a) Develop and implement the 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 to committees and task groups
- (d) act upon membership applications and appeals (see Article 3, Section 7 Application for Membership)
- (e) develop and approve the budget
- (f) provide for audit of accounts
- (g) approve disbursement of funds
- (h) fill vacancies in office as provided in Article V, Section 1.5.
- (i) approve special meetings of the General Assembly and interim conferences
- (j) approve on-site meetings of the Executive Committee
- (k) provide information to the General Assembly on a regular basis
- (l) perform other duties and activities as necessary to the business of the Federation

Section 2

Meetings. A regular meeting of the Executive Committee shall be held prior to, and immediately after, the General Assembly meeting held at the time of the 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 Committee business of the Federation that requires consideration and/or vote. A majority vote of the members shall be considered the action of the Executive Committee. Any action shall be documented and considered as official minutes of the Executive Committee.

Article VI. Committees and Task Groups

Section 1

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

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

Article VII. Congress

Section 1

The Federation shall hold a triennial International Health Records 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

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 Committee shall set the amount at the beginning of each year.

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

Article IX. Amendments

Section 1

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 four (4) months prior to voting.

Article X. Formal Alliances with Other Organizations

Alliances with other organizations may be determined by the Executive Committee based upon the strategic goals and/or the international health records 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 Committee.

