

CONSTITUTION OF
FUTURE HEALTH INFORMATION PROFESSIONALS
(FHIP)

ARTICLE I

Name and Purpose

Section 1. The name of this organization is the Future Health Information Professionals

Section 2. The purpose of this organization, FHIP, is:

1. To provide meaningful interaction among Health Information Management/Technology students at Macon State College, as well as other paramedical groups,
2. To further their professional knowledge and effectiveness by interaction with Health Information Personnel, and
3. To promote greater enrollment into the Health Information Management/Technology programs.

ARTICLE II

Requirements for membership

Section 1. Any regularly enrolled Macon State College student who has a minimum academic load of three (3) hours per semester may be eligible for membership in this organization.

Section 2. Associate membership may be bestowed upon persons who show interest in participating in HIM courses electively. Associate member status is valid for only one semester.

Section 3. Honorary membership may be bestowed upon persons approved by a simple majority vote of the members attending a regular meeting.

Section 4. Honorary and associate members are not eligible to vote, or to hold office, and are not liable for the payment of dues.

Section 5. Membership will not be denied because of race, creed, national origin, marital status, disability, or gender.

ARTICLE III

Officers and duties

Section 1. The officers of this organization shall be the President, Vice-President, Secretary, and Treasurer.

Section 2. The President will preside at all meetings, call meetings, appoint committees, and have general supervision of the organization affairs. He/She shall be responsible for all property held under the name of this organization and shall be accountable for the inventory thereof.

Section 3. The Vice-President will assume the responsibility of the President in case of his/her absence and will be the Program Chairman.

Section 4. The Secretary will keep an accurate record of the proceedings of meetings. The Secretary will answer all correspondence and submit clippings and reports to the state and campus newsletters periodically.

Section 5. The Treasurer will collect all dues and assessments of members pay bills sanctioned by the organization and keep financial records to report at each regular meeting.

Section 6. A student must maintain a 2.0 cumulative GPA to be eligible to serve as an officer. Officers must be officially accepted into either the HIT or HIM program.

Section 7. There will be at least one faculty advisor from this college.

ARTICLE IV

Election of officers

Section 1. Officers for the upcoming year will be elected at the last regular meeting of the academic year and will be installed at the first regular meeting of the subsequent year.

Section 2. Candidates must be majors in Health Information Management/Technology standing with the organization and the college.

Section 3. Nominations for officers will be accepted from the floor at the last regular meeting of the calendar year.

Section 4. Officers will be elected electronically or at the last meeting by a secret ballot. The majority of the members present will elect the officers.

Section 5. The two faculty advisors will count all votes.

Section 6. In case officers cannot complete their terms, new officers will be elected to fill the vacancies at the next regular meeting. Should the office of President be vacated, the Vice-President will become the President and the office of Vice-President will be filled by the elective process.

ARTICLE V

Meetings

Section 1. There will be one regular meeting each month held on the date and time determined by the President.

Section 2. The President with a minimum of 48 hours notice may call special meetings.

Section 3. Meetings may be postponed only if agreement is made between the advisors and officers with proper notification to members.

ARTICLE VI

Fees and Assessments

Section 1. Dues to cover running expenses will be \$5.00 per member per semester.

Section 2. Meetings and special assessments may be levied upon members only by a simple majority vote of members present at any regular meeting.

ARTICLE VII

Committees

Section 1. The standing committees in this organization are:

- a. Executive Committee – This committee is composed of the officers and faculty advisors. This committee handles all minor business arising between meetings.
- b. Program Committee – This committee will plan and supervise all programs and social activities for the organization. The Vice-President is the chairman of this committee.

Section 2. Non-standing committees may be established at the discretion of the President.

ARTICLE VIII

By-Laws

Section 1. This constitution may be supplemented with By-Laws which pertain to the above articles.

ARTICLE IX

Amendments/Supplements

Section 1. A written notice may be presented to the membership at a regular meeting to amend or supplement any part of the constitution. The proposed amendment/supplement will be voted upon no sooner than the next regularly scheduled meeting.

Section 2. An amendment/supplement must receive two-thirds majority vote of all members in good standing.

ARTICLE X

Ratification

Section 1. This constitution is subject to the approval of the proposed student membership, the Macon State College Student Government Association, the Office of Student Life, and the Associate Vice President for Academic and Student Affairs.

This constitution was approved by SGA 1/24/11