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Form **990-EZ****Short Form****Return of Organization Exempt From Income Tax**

OMB No 1545-1150

2013

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

▶ Do not enter Social Security numbers on this form as it may be made public.

▶ Information about Form 990-EZ and its instructions is at www.irs.gov/form990.Open to Public
InspectionDepartment of the Treasury
Internal Revenue Service

A For the 2013 calendar year, or tax year beginning		and ending	
B Check if applicable: ☐ Address change ☐ Name change ☐ Initial return ☐ Terminated ☐ Amended return ☐ Application pending	C Name of organization AZHIMA		D Employer identification number 86-0341667
	Number and street (or P O box, if mail is not delivered to street address) Room/suite		E Telephone number 785 825-7340
	301 SOUTH ESTATES DRIVE		F Group Exemption Number ▶
	City or town, state or province, country, and ZIP or foreign postal code		H Check ☒ If the organization is not required to attach Schedule B (Form 990, 990-EZ, or 990-PF).
	SALINA, KS 67401		
G Accounting Method: ☒ Cash ☐ Accrual Other (specify) ▶			
I Website. ▶ WWW.AZHIMA.ORG			
J Tax-exempt status (check only one) — ☐ 501(c)(3) ☒ 501(c) (6) ◀ (insert no.) ☐ 4947(a)(1) or ☐ 527			
K Form of organization: ☒ Corporation ☐ Trust ☐ Association ☐ Other			
L Add lines 5b, 6c, and 7b, to line 9 to determine gross receipts. If gross receipts are \$200,000 or more, or if total assets (Part II, column (B) below) are \$500,000 or more, file Form 990 instead of Form 990-EZ ▶ \$ 114,508.			

Part I Revenue, Expenses, and Changes in Net Assets or Fund Balances (see the instructions for Part I)Check if the organization used Schedule O to respond to any question in this Part I ☒

Revenue	1	Contributions, gifts, grants, and similar amounts received	1	1,990.
	2	Program service revenue including government fees and contracts	2	78,259.
	3	Membership dues and assessments	3	22,680.
	4	Investment income	4	5,427.
	5a	Gross amount from sale of assets other than inventory	5a	
	b	Less: cost or other basis and sales expenses	5b	
	c	Gain or (loss) from sale of assets other than inventory (Subtract line 5b from line 5a)	5c	
	6	Gaming and fundraising events		
	a	Gross income from gaming (attach Schedule G if greater than \$15,000)	6a	
	b	Gross income from fundraising events (not including \$ from fundraising events reported on line 1) (attach Schedule G if the sum of such gross income and contributions exceeds \$15,000)	6b	6,152.
c	Less: direct expenses from gaming and fundraising events	6c	995.	
d	Net income or (loss) from gaming and fundraising events (add lines 6a and 6b and subtract line 6c)	6d	5,157.	
7a	Gross sales of inventory, less returns and allowances	7a		
b	Less: cost of goods sold	7b		
c	Gross profit or (loss) from sales of inventory (Subtract line 7b from line 7a)	7c		
8	Other revenue (describe in Schedule O)	8		
9	Total revenue Add lines 1, 2, 3, 4, 5c, 6d, 7c, and 8 ▶	9	113,513.	
Expenses	10	Grants and similar amounts paid (list in Schedule O)	10	3,750.
	11	Benefits paid to or for members	11	
	12	Salaries, other compensation, and employee benefits	12	
	13	Professional fees and other payments to independent contractors	13	9,986.
	14	Occupancy, rent, utilities, and maintenance	14	684.
	15	Printing, publications, postage, and shipping	15	1,953.
	16	Other expenses (describe in Schedule O)	16	72,370.
	17	Total expenses. Add lines 10 through 16 ▶	17	88,743.
Net Assets	18	Excess or (deficit) for the year (Subtract line 17 from line 9)	18	24,770.
	19	Net assets or fund balances at beginning of year (from line 27, column (A)) (must agree with end-of-year figure reported on prior year's return)	19	110,461.
	20	Other changes in net assets or fund balances (explain in Schedule O)	20	3,641.
	21	Net assets or fund balances at end of year. Combine lines 18 through 20 ▶	21	138,872.

LHA For Paperwork Reduction Act Notice, see the separate instructions

Form **990-EZ** (2013)

SCANNED SEP 12 2014

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SEE SCHEDULE O

SEE SCHEDULE O

SEE SCHEDULE O

SEE SCHEDULE O

19 P

Part II Balance Sheets (see the instructions for Part II)

Check if the organization used Schedule O to respond to any question in this Part II

☒

	(A) Beginning of year		(B) End of year
22 Cash, savings, and investments	109,435.	22	139,875.
23 Land and buildings		23	
24 Other assets (describe in Schedule O) SEE SCHEDULE O	1,026.	24	342.
25 Total assets	110,461.	25	140,217.
26 Total liabilities (describe in Schedule O) SEE SCHEDULE O	0.	26	1,345.
27 Net assets or fund balances (line 27 of column (B) must agree with line 21)	110,461.	27	138,872.

Part III Statement of Program Service Accomplishments (see the instructions for Part III)

Check if the organization used Schedule O to respond to any question in this Part III

Expenses
(Required for section 501(c)(3) and 501(c)(4) organizations and section 4947(a)(1) trusts, optional for others.)

What is the organization's primary exempt purpose? SEE SCHEDULE O

Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. In a clear and concise manner, describe the services provided, the number of persons benefited, and other relevant information for each program title

28	SEND DELEGATES TO NATIONAL AND REGIONAL MEETINGS IN ADDITION TO EDUCATIONAL SEMINARS TO IMPROVE SKILLS.		
	(Grants \$ 1,000.) If this amount includes foreign grants, check here ☐	28a	9,897.
29	CONDUCT VARIOUS WORKSHOPS, MEETINGS AND SEMINARS FOR PEOPLE INVOLVED IN MEDICAL RECORDS FIELD.		
	(Grants \$) If this amount includes foreign grants, check here ☐	29a	55,622.
30	PROVIDING SCHOLARSHIPS FOR NEEDY STUDENTS ENROLLED IN MEDICAL RECORDS PROGRAMS.		
	(Grants \$ 2,750.) If this amount includes foreign grants, check here ☐	30a	2,750.
31	Other program services (describe in Schedule O)		
	(Grants \$) If this amount includes foreign grants, check here ☐	31a	
32	Total program service expenses (add lines 28a through 31a)	32	68,269.

Part IV List of Officers, Directors, Trustees, and Key Employees (list each one even if not compensated - see the instructions for Part IV)

Check if the organization used Schedule O to respond to any question in this Part IV

☒

(a) Name and title	(b) Average hours per week devoted to position	(c) Reportable compensation (Forms W-2/1099-MISC) (if not paid, enter -0-)	(d) Health benefits, contributions to employee benefit plans, and deferred compensation	(e) Estimated amount of other compensation
CHRISTINE STEIGENWALD				
PRESIDENT ELECT AS OF 7-2013	5.00	0.	0.	0.
DEBORAH PERKINS				
PAST PRESIDENT UNTIL 7-2013	5.00	0.	0.	0.
LISA KILE				
SECRETARY UNTIL 6-2013	5.00	0.	0.	0.
DAVID GONZALEZ				
SECRETARY AS OF 6-2013	5.00	0.	0.	0.
REBECCA HALONEN				
TREASURER FROM 7-2013 UNTIL 12-2013	5.00	0.	0.	0.
KIM SHOULTS				
TREASURER UNTIL 7-2013	5.00	0.	0.	0.
JAIME JAMES				
PRESIDENT UNTIL 6-2013	5.00	0.	0.	0.
BECKY BUEGEL				
DIRECTOR UNTIL 7-2013	5.00	0.	0.	0.
THOMAS COOPER				
DIRECTOR	5.00	0.	0.	0.
MICHELLE CUSTODIO				
DELEGATE	5.00	0.	0.	0.
MARNA WITMER				
PRESIDENT AS OF 7-2013	5.00	0.	0.	0.
MARCIA DAVIS				
TREASURER ELECT AS OF 7-2013	5.00	0.	0.	0.

Part V Other Information (Note the Schedule A and personal benefit contract statement requirements in the instructions for Part V) Check if the organization used Sch. O to respond to any question in this Part V ☒

	Yes	No
33 Did the organization engage in any significant activity not previously reported to the IRS? If "Yes," provide a detailed description of each activity in Schedule O		☒
34 Were any significant changes made to the organizing or governing documents? If "Yes," attach a conformed copy of the amended documents if they reflect a change to the organization's name. Otherwise, explain the change on Schedule O (see instructions)	☒	
35a Did the organization have unrelated business gross income of \$1,000 or more during the year from business activities (such as those reported on lines 2, 6a, and 7a, among others)?		☒
b If "Yes" to line 35a, has the organization filed a Form 990-T for the year? If "No," provide an explanation in Schedule O	☒	
c Was the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization subject to section 6033(e) notice, reporting, and proxy tax requirements during the year? If "Yes," complete Schedule C, Part III	☒	
36 Did the organization undergo a liquidation, dissolution, termination, or significant disposition of net assets during the year? If "Yes," complete applicable parts of Schedule N		☒
37a Enter amount of political expenditures, direct or indirect, as described in the instructions		
b Did the organization file Form 1120-POL for this year?		☒
38a Did the organization borrow from, or make any loans to, any officer, director, trustee, or key employee or were any such loans made in a prior year and still outstanding at the end of the tax year covered by this return?		☒
b If "Yes," complete Schedule L, Part II and enter the total amount involved		
39 Section 501(c)(7) organizations. Enter:		
a Initiation fees and capital contributions included on line 9		
b Gross receipts, included on line 9, for public use of club facilities		
40a Section 501(c)(3) organizations. Enter amount of tax imposed on the organization during the year under:		
section 4911 ☒ N/A ; section 4912 ☒ N/A ; section 4955 ☒ N/A		
b Section 501(c)(3) and 501(c)(4) organizations. Did the organization engage in any section 4958 excess benefit transaction during the year, or did it engage in an excess benefit transaction in a prior year that has not been reported on any of its prior Forms 990 or 990-EZ? If "Yes," complete Schedule L, Part I		☒
c Section 501(c)(3) and 501(c)(4) organizations. Enter amount of tax imposed on organization managers or disqualified persons during the year under sections 4912, 4955, and 4958		
d Section 501(c)(3) and 501(c)(4) organizations. Enter amount of tax on line 40c reimbursed by the organization		
e All organizations. At any time during the tax year, was the organization a party to a prohibited tax shelter transaction? If "Yes," complete Form 8886-T		☒
41 List the states with which a copy of this return is filed ☒ AZ		
42a The organization's books are in care of ☒ THE ORGANIZATION Telephone no. ☒ 785-825-7340		
Located at ☒ 301 SOUTH ESTATES DRIVE, SALINA, KS ZIP + 4 ☒ 67401		
b At any time during the calendar year, did the organization have an interest in or a signature or other authority over a financial account in a foreign country (such as a bank account, securities account, or other financial account)?		☒
If "Yes," enter the name of the foreign country: _____		
See the instructions for exceptions and filing requirements for Form TD F 90-22.1, Report of Foreign Bank and Financial Accounts.		
c At any time during the calendar year, did the organization maintain an office outside of the U.S.?		☒
If "Yes," enter the name of the foreign country: _____		
43 Section 4947(a)(1) nonexempt charitable trusts filing Form 990-EZ in lieu of Form 1041 - Check here ☐ and enter the amount of tax-exempt interest received or accrued during the tax year ☒ 43 N/A		
44a Did the organization maintain any donor advised funds during the year? If "Yes," Form 990 must be completed instead of Form 990-EZ		☒
b Did the organization operate one or more hospital facilities during the year? If "Yes," Form 990 must be completed instead of Form 990-EZ		☒
c Did the organization receive any payments for indoor tanning services during the year?		☒
d If "Yes" to line 44c, has the organization filed a Form 720 to report these payments? If "No," provide an explanation in Schedule O		
45a Did the organization have a controlled entity within the meaning of section 512(b)(13)?		☒
45b Did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? If "Yes," Form 990 and Schedule R may need to be completed instead of Form 990-EZ (see instructions)		

46 Did the organization engage, directly or indirectly, in political campaign activities on behalf of or in opposition to candidates for public office?

If "Yes," complete Schedule C, Part I

	Yes	No
46		X

Part VI Section 501(c)(3) organizations only

All section 501(c)(3) organizations must answer questions 47-49b and 52, and complete the tables for lines 50 and 51

Check if the organization used Schedule O to respond to any question in this Part VI ☐

47 Did the organization engage in lobbying activities or have a section 501(h) election in effect during the tax year? If "Yes," complete Sch. C, Part II

	Yes	No
47		

48 Is the organization a school as described in section 170(b)(1)(A)(ii)? If "Yes," complete Schedule E

48		
----	--	--

49a Did the organization make any transfers to an exempt non-charitable related organization?

49a		
-----	--	--

b If "Yes," was the related organization a section 527 organization?

49b		
-----	--	--

50 Complete this table for the organization's five highest compensated employees (other than officers, directors, trustees and key employees) who each received more than \$100,000 of compensation from the organization. If there is none, enter "None."

(a) Name and title of each employee	(b) Average hours per week devoted to position	(c) Reportable compensation (Forms W-2/1099-MISC)	(d) Health benefits, contributions to employee benefit plans, and deferred compensation	(e) Estimated amount of other compensation
N/A				

f Total number of other employees paid over \$100,000 ▶

51 Complete this table for the organization's five highest compensated independent contractors who each received more than \$100,000 of compensation from the organization. If there is none, enter "None." **N/A**

(a) Name and business address of each independent contractor	(b) Type of service	(c) Compensation

d Total number of other independent contractors each receiving over \$100,000 ▶

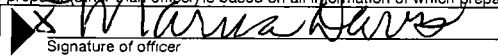
52 Did the organization complete Schedule A? **Note** All section 501(c)(3) organizations and 4947(a)(1) nonexempt

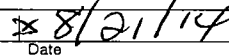
charitable trusts must attach a completed Schedule A

▶ ☐ Yes ☐ No

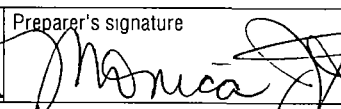
Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here


Signature of officer
MARCIA DAVIS, TREASURER
Type or print name and title


Date

Paid Preparer Use Only

Print/Type preparer's name MONICA J. STERN, CPA	Preparer's signature 	Date 08/05/14	Check ☐ if self-employed	PTIN P00295294
Firm's name MONICA J. STERN, CPA, PLLC	Firm's EIN 77-0602105		Phone no. (602) 674-8226	
Firm's address 11225 NORTH 28TH DRIVE, SUITE B-109 PHOENIX, AZ 85029-5609				

May the IRS discuss this return with the preparer shown above? See instructions

▶ ☒ Yes ☐ No

SCHEDULE C
(Form 990 or 990-EZ)

Department of the Treasury
Internal Revenue Service

Political Campaign and Lobbying Activities

For Organizations Exempt From Income Tax Under section 501(c) and section 527

- ▶ **Complete if the organization is described below.** ▶ Attach to Form 990 or Form 990-EZ.
▶ **See separate instructions.** ▶ Information about Schedule C (Form 990 or 990-EZ) and its instructions is at www.irs.gov/form990.

OMB No 1545-0047

2013

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If the organization answered "Yes," to Form 990, Part IV, line 3, or Form 990-EZ, Part V, line 46 (Political Campaign Activities), then

- Section 501(c)(3) organizations Complete Parts I-A and B Do not complete Part I-C
- Section 501(c) (other than section 501(c)(3)) organizations Complete Parts I-A and C below Do not complete Part I-B
- Section 527 organizations Complete Part I-A only

If the organization answered "Yes," to Form 990, Part IV, line 4, or Form 990-EZ, Part VI, line 47 (Lobbying Activities), then

- Section 501(c)(3) organizations that have filed Form 5768 (election under section 501(h)) Complete Part II-A Do not complete Part II-B
- Section 501(c)(3) organizations that have NOT filed Form 5768 (election under section 501(h)) Complete Part II-B Do not complete Part II-A

If the organization answered "Yes," to Form 990, Part IV, line 5 (Proxy Tax) or Form 990-EZ, Part V, line 35c (Proxy Tax), then

- Section 501(c)(4), (5), or (6) organizations Complete Part III

Name of organization

AZHIMA

Employer identification number

86-0341667

Part I-A Complete if the organization is exempt under section 501(c) or is a section 527 organization.

- 1 Provide a description of the organization's direct and indirect political campaign activities in Part IV
- 2 Political expenditures ▶ \$ _____
- 3 Volunteer hours _____

Part I-B Complete if the organization is exempt under section 501(c)(3).

- 1 Enter the amount of any excise tax incurred by the organization under section 4955 ▶ \$ _____
- 2 Enter the amount of any excise tax incurred by organization managers under section 4955 ▶ \$ _____
- 3 If the organization incurred a section 4955 tax, did it file Form 4720 for this year? ☐ Yes ☐ No
- 4a Was a correction made? ☐ Yes ☐ No
- b If "Yes," describe in Part IV

Part I-C Complete if the organization is exempt under section 501(c), except section 501(c)(3).

- 1 Enter the amount directly expended by the filing organization for section 527 exempt function activities ▶ \$ _____
- 2 Enter the amount of the filing organization's funds contributed to other organizations for section 527 exempt function activities ▶ \$ _____
- 3 Total exempt function expenditures Add lines 1 and 2 Enter here and on Form 1120-POL, line 17b ▶ \$ _____
- 4 Did the filing organization file Form 1120-POL for this year? ☐ Yes ☐ No
- 5 Enter the names, addresses and employer identification number (EIN) of all section 527 political organizations to which the filing organization made payments For each organization listed, enter the amount paid from the filing organization's funds Also enter the amount of political contributions received that were promptly and directly delivered to a separate political organization, such as a separate segregated fund or a political action committee (PAC) If additional space is needed, provide information in Part IV

(a) Name	(b) Address	(c) EIN	(d) Amount paid from filing organization's funds If none, enter -0-	(e) Amount of political contributions received and promptly and directly delivered to a separate political organization If none, enter -0-

For Paperwork Reduction Act Notice, see the Instructions for Form 990 or 990-EZ.

Schedule C (Form 990 or 990-EZ) 2013

LHA

Part II-A Complete if the organization is exempt under section 501(c)(3) and filed Form 5768 (election under section 501(h)).

- A Check ☐ if the filing organization belongs to an affiliated group (and list in Part IV each affiliated group member's name, address, EIN, expenses, and share of excess lobbying expenditures).
- B Check ☐ if the filing organization checked box A and "limited control" provisions apply

Limits on Lobbying Expenditures (The term "expenditures" means amounts paid or incurred.)		(a) Filing organization's totals	(b) Affiliated group totals
1a Total lobbying expenditures to influence public opinion (grass roots lobbying)			
b Total lobbying expenditures to influence a legislative body (direct lobbying)			
c Total lobbying expenditures (add lines 1a and 1b)			
d Other exempt purpose expenditures			
e Total exempt purpose expenditures (add lines 1c and 1d)			
f Lobbying nontaxable amount Enter the amount from the following table in both columns			
If the amount on line 1e, column (a) or (b) is:	The lobbying nontaxable amount is:		
Not over \$500,000	20% of the amount on line 1e		
Over \$500,000 but not over \$1,000,000	\$100,000 plus 15% of the excess over \$500,000		
Over \$1,000,000 but not over \$1,500,000	\$175,000 plus 10% of the excess over \$1,000,000		
Over \$1,500,000 but not over \$17,000,000	\$225,000 plus 5% of the excess over \$1,500,000.		
Over \$17,000,000	\$1,000,000		
g Grassroots nontaxable amount (enter 25% of line 1f)			
h Subtract line 1g from line 1a. If zero or less, enter -0-			
i Subtract line 1f from line 1c. If zero or less, enter -0-			
j If there is an amount other than zero on either line 1h or line 1i, did the organization file Form 4720 reporting section 4911 tax for this year?			

☐ Yes ☐ No
4-Year Averaging Period Under Section 501(h)

(Some organizations that made a section 501(h) election do not have to complete all of the five columns below. See the instructions for lines 2a through 2f on page 4.)

Lobbying Expenditures During 4-Year Averaging Period

Calendar year (or fiscal year beginning in)	(a) 2010	(b) 2011	(c) 2012	(d) 2013	(e) Total
2a Lobbying nontaxable amount					
b Lobbying ceiling amount (150% of line 2a, column(e))					
c Total lobbying expenditures					
d Grassroots nontaxable amount					
e Grassroots ceiling amount (150% of line 2d, column (e))					
f Grassroots lobbying expenditures					

Schedule C (Form 990 or 990-EZ) 2013

Part II-B Complete if the organization is exempt under section 501(c)(3) and has NOT filed Form 5768 (election under section 501(h)).

For each "Yes," response to lines 1a through 1i below, provide in Part IV a detailed description of the lobbying activity

	(a)		(b)
	Yes	No	Amount
1 During the year, did the filing organization attempt to influence foreign, national, state or local legislation, including any attempt to influence public opinion on a legislative matter or referendum, through the use of			
a Volunteers?			
b Paid staff or management (include compensation in expenses reported on lines 1c through 1i)?			
c Media advertisements?			
d Mailings to members, legislators, or the public?			
e Publications, or published or broadcast statements?			
f Grants to other organizations for lobbying purposes?			
g Direct contact with legislators, their staffs, government officials, or a legislative body?			
h Rallies, demonstrations, seminars, conventions, speeches, lectures, or any similar means?			
i Other activities?			
j Total. Add lines 1c through 1i			
2a Did the activities in line 1 cause the organization to be not described in section 501(c)(3)?			
b If "Yes," enter the amount of any tax incurred under section 4912			
c If "Yes," enter the amount of any tax incurred by organization managers under section 4912			
d If the filing organization incurred a section 4912 tax, did it file Form 4720 for this year?			

Part III-A Complete if the organization is exempt under section 501(c)(4), section 501(c)(5), or section 501(c)(6).

	Yes	No
1 Were substantially all (90% or more) dues received nondeductible by members?		X
2 Did the organization make only in-house lobbying expenditures of \$2,000 or less?		X
3 Did the organization agree to carry over lobbying and political expenditures from the prior year?		X

Part III-B Complete if the organization is exempt under section 501(c)(4), section 501(c)(5), or section 501(c)(6) and if either (a) BOTH Part III-A, lines 1 and 2, are answered "No," OR (b) Part III-A, line 3, is answered "Yes."

1 Dues, assessments and similar amounts from members	1	
2 Section 162(e) nondeductible lobbying and political expenditures (do not include amounts of political expenses for which the section 527(f) tax was paid).		
a Current year	2a	
b Carryover from last year	2b	
c Total	2c	
3 Aggregate amount reported in section 6033(e)(1)(A) notices of nondeductible section 162(e) dues	3	
4 If notices were sent and the amount on line 2c exceeds the amount on line 3, what portion of the excess does the organization agree to carryover to the reasonable estimate of nondeductible lobbying and political expenditure next year?	4	
5 Taxable amount of lobbying and political expenditures (see instructions)	5	

Part IV Supplemental Information

Provide the descriptions required for Part I-A, line 1, Part I-B, line 4, Part I-C, line 5, Part II-A (affiliated group list), Part II-A, line 2, and Part II-B, line 1. Also, complete this part for any additional information

SCHEDULE O
(Form 990 or 990-EZ)

Department of the Treasury
Internal Revenue Service

Supplemental Information to Form 990 or 990-EZ

Complete to provide information for responses to specific questions on
Form 990 or 990-EZ or to provide any additional information.
▶ Attach to Form 990 or 990-EZ.

▶ Information about Schedule O (Form 990 or 990-EZ) and its instructions is at www.irs.gov/form990.

OMB No. 1545-0047

2013

Open to Public
Inspection

Name of the organization

AZHIMA

Employer identification number
86-0341667

FORM 990-EZ, PART I, LINE 4, OTHER INVESTMENT INCOME:

DESCRIPTION OF PROPERTY:

AMOUNT:

DIVIDEND

5,427.

FORM 990-EZ, PART I, LINE 14, OCCUPANCY, RENT, UTILITIES, AND MAINTENANCE:

DESCRIPTION OF EXPENSES:

AMOUNT:

DEPRECIATION

684.

FORM 990-EZ, PART I, LINE 16, OTHER EXPENSES:

DESCRIPTION OF OTHER EXPENSES:

AMOUNT:

CONFERENCES

39,075.

TRAVEL

16,694.

SUPPLIES

4,488.

IT

5,899.

OFFICE

617.

BANK FEES/ MERCHANT CHARGES

4,417.

INSURANCE

1,180.

TOTAL TO FORM 990-EZ, LINE 16

72,370.

FORM 990-EZ, PART I, LINE 20, CHANGES IN NET ASSETS:

CHANGES IN NET ASSETS OR FUND BALANCES:

AMOUNT:

NET UNREALIZED GAIN ON INVESTMENT

3,641.

FORM 990-EZ, PART II, LINE 24, OTHER ASSETS:

DESCRIPTION

BEG. OF YEAR

END OF YEAR

OTHER DEPRECIABLE ASSETS

1,026.

342.

LHA For Paperwork Reduction Act Notice, see the Instructions for Form 990 or 990-EZ.

Schedule O (Form 990 or 990-EZ) (2013)

332211
09-04-13

SCHEDULE O
(Form 990 or 990-EZ)

Department of the Treasury
Internal Revenue Service

Supplemental Information to Form 990 or 990-EZ

Complete to provide information for responses to specific questions on
Form 990 or 990-EZ or to provide any additional information.
▶ Attach to Form 990 or 990-EZ.

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2013

Open to Public
Inspection

Name of the organization

AZHIMA

Employer identification number
86-0341667

FORM 990-EZ, PART II, LINE 26, OTHER LIABILITIES:

DESCRIPTION	BEG. OF YEAR	END OF YEAR
CREDIT CARD PAYABLE	0.	1,345.

FORM 990-EZ, PART III, PRIMARY EXEMPT PURPOSE - AS THE STATE MEMBERSHIP ORGANIZATION OF HEALTH INFORMATION MANAGEMENT PROFESSIONALS, THE ARIZONA HEALTH INFORMATION MANAGEMENT ASSOCIATION (AZHIMA) FOSTERS THE PROFESSIONAL DEVELOPMENT OF ITS MEMBERS THROUGH CONTINUING EDUCATION OPPORTUNITIES, BY PROMOTING QUALITY CLINICAL DATA MANAGEMENT, AND, BY ACTING AS AN ADVOCATE ON ISSUES WHICH WILL AFFECT THE MANAGEMENT OF HEALTH INFORMATION.

FORM 990-EZ, PART V, INFORMATION REGARDING PERSONAL BENEFIT CONTRACTS:

THE ORGANIZATION DID NOT, DURING THE YEAR, RECEIVE ANY FUNDS, DIRECTLY, OR INDIRECTLY, TO PAY PREMIUMS ON A PERSONAL BENEFIT CONTRACT.

THE ORGANIZATION, DID NOT, DURING THE YEAR, PAY ANY PREMIUMS, DIRECTLY, OR INDIRECTLY, ON A PERSONAL BENEFIT CONTRACT.

FORM 990 EZ, PART V. LINE 34

CHANGE IN GOVERNING DOCUMENTS

AHIMA (AMERICAN HEALTH INFORMATION MANAGEMENT ASSOCIATION) HAS REVISED THEIR BYLAWS. THEREFORE, AZHIMA HAS REVISED THE AZHIMA BYLAWS TO BE IN ACCORDANCE WITH THE AHIMA BYLAWS. CHANGES WERE MADE TO CLARIFY BOARD POWERS AND DUTIES, THE NUMBER AND COMPOSITION OF THE BOARD AND

OFFICERS, DELGATE INFORMATION AND QUOROMS RELATED TO BYLAW REVISIONS

SCHEDULE O
(Form 990 or 990-EZ)

Department of the Treasury
Internal Revenue Service

Supplemental Information to Form 990 or 990-EZ

Complete to provide information for responses to specific questions on
Form 990 or 990-EZ or to provide any additional information.

▶ Attach to Form 990 or 990-EZ.

▶ Information about Schedule O (Form 990 or 990-EZ) and its instructions is at www.irs.gov/form990

OMB No 1545-0047

2013

Open to Public
Inspection

Name of the organization

AZHIMA

Employer identification number

86-0341667

FOR THE FUTURE.

86-0341667

[illegible]



**BYLAWS
OF
ARIZONA HEALTH INFORMATION
MANAGEMENT ASSOCIATION**

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**BYLAWS
OF
ARIZONA HEALTH INFORMATION MANAGEMENT
ASSOCIATION**

**ARTICLE I
NAME**

1.1 Name. The name of the organization is Arizona Health Information Management Association (hereinafter, "AzHIMA").

**ARTICLE II
OFFICES AND REGISTERED AGENT**

2.1 Offices and Agent. AzHIMA shall have and maintain in the State of Arizona a registered office and a registered agent, whose office shall be the same as that of the Association. The location of this office and the designation of a registered agent shall be determined by the Board of Directors, which also may establish such other offices and agents, within or without the State of Arizona, as may be deemed necessary.

**ARTICLE III
PURPOSES**

3.1 Purposes and Mission. The affairs and activities of AzHIMA shall be carried out at all times for the purposes and in accordance with the terms set forth in its Articles of Incorporation and these Bylaws, and in conformity with all applicable provisions of the Internal Revenue Code of 1986, as amended, (the "Code") affecting nonprofit organizations qualified for tax-exempt status as described in section 501(c)(6) of the Code. The primary purpose of AzHIMA as a member association is to commit to excellence in the management of health information for the benefit of patients and providers. Its mission is to lead the health informatics and information management community to advance professional practice and standards in Arizona. AzHIMA shall be and is a nonprofit corporation under the laws of the State of Arizona.

**ARTICLE IV
MEMBERS**

4.1 Members. AzHIMA shall have one or more types of members, as shall be determined from time to time by the Board of Directors. The members of AzHIMA shall be those qualifying individuals who support the mission and purposes of AzHIMA and of the American Health Information Management Association ("AHIMA") and are willing to abide by

the AHIMA Code of Ethics; apply for membership in AzHIMA and in AHIMA; are approved for membership; and who timely pay the dues established by AHIMA. The Board of Directors shall have the right to deny or terminate the membership of any individual, or to deny access to or participation in the programs or services of AzHIMA, if such individual fails to meet the qualifications for membership or fails to pay dues on a timely basis.

4.2 Rights of Members. Membership shall entitle individuals to participate in the programs and services of AzHIMA, and to be a member of a Component State Association as defined in the AHIMA Bylaws, with the rights and benefits that are accorded to members by AzHIMA and by AHIMA from time to time. Active Members shall have the right to elect the Board of Directors of AzHIMA as set forth below.

4.3 Types of Members. The membership of AzHIMA shall include Active, Student, Honorary, and Emeritus members.

4.3.1 Active. Any professional in the health information management profession or its related fields who meets the qualifications set forth in these Bylaws is eligible for Active membership. Active Members in good standing shall be entitled to full membership privileges including the right to vote on matters before the members.

4.3.2 Student. Any full or part-time student formally enrolled in a CAHIIM-accredited or AHIMA-approved program, including those that are pending accreditation/approval, or enrolled in another course of study acceptable to AHIMA, who meets the qualifications set forth in these Bylaws is eligible for Student membership. A student may retain this type of membership until the first qualifying examination for which he or she is eligible, after which time the student shall be transferred to Active membership. Student Members shall have the same rights and privileges as Active Members, except that, Student Members shall not have any voting privileges or be eligible to serve as an Officer or Director of AHIMA or AzHIMA.

4.3.3 Honorary. Any individual who has made a significant contribution to health information management science or has rendered distinguished service in the health information management profession or its related fields may be awarded honorary membership in AzHIMA by the Board of Directors [or by the House of Delegates]. Honorary Members shall have no formal responsibilities or voting rights and shall be exempt from the payment of dues. An Honorary Member may hold no other type of membership in AHIMA; however, Honorary Members who were Active Members at the time of their appointment shall retain their voting privileges

4.3.4 Emeritus. In recognition of their service to the profession, AHIMA members that are age 65 and over are eligible for recognition as a member Emeritus in AHIMA and in AzHIMA and shall be eligible for senior member dues status. Members Emeritus in good standing shall have all membership privileges available to Active Members, including the right to vote.

4.4 Application. All applications for membership in AHIMA shall be on a form approved by the AHIMA Board of Directors and shall be accompanied by the then applicable dues and fees for the relevant type of members.

4.5 Failure to Pay Dues and Fees. Members shall pay membership dues and fees to AHIMA within thirty (30) days of their due date. Failure to timely pay dues and fees shall cause a member to cease being in good standing and may be grounds for expulsion from membership in AzHIMA under the procedures set forth in the AzHIMA Policy and Procedure Manual.

4.6 Expulsion. Any member who violates the Bylaws of AHIMA or AzHIMA, the AHIMA Code of Ethics, the AHIMA Standards for Initial Certification, or the AHIMA Standards for Maintenance of Certification may be expelled from membership in AHIMA / AzHIMA under the procedures set forth in the AHIMA and/or the AzHIMA Policy and Procedure Manuals.

4.7 Reinstatement. A former member whose resignation has been accepted by AHIMA, or has been inactive, may be reinstated upon reapplication and payment of the current year's dues and fees. A former member who was expelled from membership for non-payment of dues or fees may be reinstated upon reapplication and payment of the current year's dues and fees as well as any reinstatement fee that may be specified by the Board of Directors.

4.8 Annual Meeting of the Members. An annual meeting of the members shall be held each year for the purpose of education on matters of relevance to the health information management profession and to AzHIMA, professional networking, and for the transaction of such other business as may come before the meeting. Thirty percent of the eligible voting members registered on the day of the meeting shall constitute quorum.

4.9 Special Meetings of the Members. Special meetings of the members of AzHIMA or of any committees or teams of members may be held at any time or place upon call by the President/Chair of the Board of Directors. Notice shall be provided stating the time and place of the meeting and the purpose or purposes for which the meeting is called.

4.10 Waiver of Notice. A member may waive any notice requirement by signing a written waiver of notice and delivering it to AzHIMA for inclusion in the minutes or filing with

the corporate records. A member's attendance at a meeting shall constitute waiver of notice unless he or she, at the beginning of the meeting, objects to holding the meeting or discussing business at the meeting.

4.11 Quorum for Elections. A quorum for any elections by the members shall consist of not less than three percent (3%) of the Active Members of AzHIMA, voting in the form of an official electronic or written ballot in accordance with the AzHIMA Policy and Procedure Manual.

ARTICLE V

BOARD OF DIRECTORS

5.1 Powers and Duties. The business and affairs of AzHIMA shall be managed by or under the direction of its Board of Directors. The Board of Directors shall hold and exercise all corporate authority and fiduciary duties of AzHIMA except as otherwise provided by law, AzHIMA's Articles of Incorporation, or these Bylaws. The duties of the Board of Directors in managing AzHIMA shall include, but not be limited to, the following:

- (a) To establish the mission, purposes, goals, and program priorities to be implemented by through a strategic planning process;
- (b) To ensure that appropriate governance and operational policies have been developed, adopted, and implemented by AzHIMA to carry out its mission;
- (c) To determine and set overall policy;
- (d) To advocate the mission, values, accomplishments, and goals of AzHIMA to the members and to the public at large;
- (e) To determine, monitor, and strengthen programs that are responsive to the needs of the members and are central to AzHIMA's mission;
- (f) To establish fiscal policy, including budget authorization and oversight;
- (g) To develop adequate resources to ensure financial stability for AzHIMA's activities;
- (h) To establish, develop, and maintain an effective and responsive corporate structure for AzHIMA;
- (i) To orient and evaluate the Directors and Officers of the Board of Directors;

- (j) To render a full report on the financial status and activities of AzHIMA to its members; and
- (k) To select, retain, support and evaluate the performance of the Office Coordinator.

5.2 Number and Composition. The total number of Directors of AzHIMA shall be eleven (11). All Directors shall be elected at-large by the Active Members. The President of the Board, the President-elect, and the immediate Past President shall serve as *ex officio* Directors with vote and shall be counted toward the number of Directors required under this section and for purposes of determining a quorum. The members of the Board of Directors shall be the President, President-elect, Immediate Past-President, Secretary, Secretary-elect, Treasurer, Treasurer-elect, 2nd year Delegate, 1st year Delegate, 2nd year Director and 1st year Director.

5.3 Qualifications. Directors shall be committed to supporting and advancing the mission and purposes of AzHIMA. Directors must be Active Members in good standing of AzHIMA and a majority of members of the Board of Directors must be an AHIMA credential holder. In addition, the AzHIMA President is required to be an AHIMA credential holder.

5.4 Nomination. Candidates for election as at-large Directors shall be nominated by the Nominating Committee in accordance with Section 8.3. Nominations may be made at or prior to the time at which an election of Directors is to be held.

5.5 Election and Term of Office. The Active Members shall elect Directors annually by written or electronic ballot at a time and under procedures set forth in the AzHIMA Policy and Procedure Manual. Election shall be by a plurality of the votes cast by the Active Members. Directors shall take office in accordance with the CSA Affiliation Agreement following their election. The President, President-elect, and Past-President shall hold office for a term of one year, or until his/her successor has been elected and qualified or until their earlier death, resignation, or removal. The remaining Directors shall hold office for two years or until his/her successor has been elected and qualified or until their earlier death, resignation, or removal. Five (5) at-large Directors shall be elected each year, unless a different number is necessary in a given year in order to fill vacancies.

5.6 Resignation and Removal. Any Director may resign at any time by giving written notice of resignation to the Board of Directors of AzHIMA. Any resignation shall take effect upon receipt of the notice or upon any later time specified in the notice. Any Director who is absent from three (3) consecutive meetings of the Board of Directors without good cause acceptable to the Board shall be deemed to have resigned. The Board of Directors may remove any Director whenever in its judgment the best interests of AzHIMA will be served thereby. The removal of any Director shall be by an affirmative vote of the majority of the entire Board of Directors. Such removal shall be without prejudice to the contract rights, if any, of the person so removed, but election of a Director shall not of itself create contract rights.

5.7 Vacancies. Any vacancy occurring in the Board of Directors may be filled by the affirmative vote of a majority of the remaining Directors. A Director elected to fill a vacancy shall be elected for the unexpired term of his or her predecessor in office.

5.8 Regular Meetings. An Annual Meeting of the Board of Directors shall be held, without other notice than these Bylaws, at a place and time as shall be determined by the Board of Directors. The Board of Directors may provide by resolution the time and place for the holding of additional regular meetings of the Board of Directors without notice other than the resolution. The Board shall hold at least four (4) regular meetings each year. An Annual Meeting may be held at the same time and place as a regular meeting.

5.9 Special Meetings. Special meetings of the Board of Directors may be called by or at the request of the President/Chair or by Directors constituting a majority of the entire Board of Directors. The person or persons authorized to call special meetings of the Board of Directors may designate the meeting's location.

5.10 Notice of Special Meetings. Five (5) days notice of any special meeting of the Board of Directors shall be given; except that, in the event of an emergency as determined by the President or President-elect, the notice period may be waived. If mailed, the notice will be deemed to be delivered when deposited in the United States mail in a sealed envelope, with postage thereon prepaid, addressed to the Director at his or her address as shown in the records of AzHIMA. If notice is given by electronic communication, the notice will be deemed to be delivered upon an effective transmission of the electronic communication to the Director at his or her electronic communication address as shown in the records of AzHIMA. Neither the business to be transacted at, nor the purpose of, any special meeting of the Board of Directors need be specified in the notice of the meeting.

5.11 Waiver of Notice. A Director may waive any notice requirement by signing a written waiver of the notice and delivering it to the Board of Directors of AzHIMA. Attendance of a Director at any meeting shall constitute a waiver of notice of the meeting except when a Director attends the meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened, and does not thereafter vote for or assent to action taken at the meeting.

5.12 Manner of Voting. A majority of the votes of the Directors who are present in person at a meeting at which a quorum is present shall be necessary for the adoption of any matter voted upon by the Board of Directors, unless the vote of a larger number is required by law, by the Articles of Incorporation, or by these Bylaws. Directors may not vote by proxy.

5.13 Quorum. A majority of the Board of Directors shall constitute a quorum for the transaction of business at any meeting of the Board of Directors. If less than a majority of the Directors are present, a majority of those present may adjourn the meeting to another time.

5.14 Informal Action. Any action required by law to be taken at a meeting of the Directors, or any action that may be taken at a meeting of the Directors, may be taken without a meeting, if consents in writing, setting forth the action so taken, are signed by all of the Directors and the written consents are included in the minutes of the proceedings of the Board of Directors or filed with the corporate records. The consents shall have the same effect as an unanimous vote of the Board of Directors for all purposes. Written consents and signatures may be in electronic form to the extent permitted by applicable law.

5.15 Use of Electronic Meeting and Notice Resources. Any meeting provided for in these Bylaws may be conducted electronically, either in lieu of or as an extension of an in-person meeting, to the extent permitted by applicable law. For purposes of this section, electronic meetings include net meetings, webinars, chat rooms, conference calls, or any other electronic medium in which Directors may both send and receive contemporaneous interactive communications, to the extent permitted by law. Participating in a meeting by such means constitutes presence in person at the meeting.

5.16 Compensation. Directors may not be compensated for their services as Directors of AzHIMA, but may be reimbursed for their reasonable out-of-pocket expenses incurred in attending Board meetings or otherwise in connection with the performance of their duties as Directors.

5.17 Procedure. The proceedings and business of the Board of Directors shall be conducted in accordance with the rules of order established by the Board from time to time, unless the conduct of a matter is otherwise governed by the provisions of applicable law, the Articles of Incorporation, or these Bylaws.

ARTICLE VI

OFFICERS

6.1 Officers. The elected Officers of AzHIMA shall consist of a President, a President-elect, a Secretary, and a Treasurer. The Board may also appoint such other Officers as, in its judgment, are necessary to conduct the affairs of AzHIMA. No Officer shall execute, acknowledge, or verify any instrument in more than one capacity which is required by law or by these Bylaws to be executed, acknowledged, or verified by two or more Officers.

6.2 Election and Term of Office. The President-elect of AzHIMA shall be elected by the Active Members. The President-elect shall be an AHIMA credential holder. The President-elect shall assume the office of the President upon the expiration of the President's term of office or in the event of a vacancy in the office. Elections shall be by written or electronic ballot at a time and under procedures set forth in the AzHIMA Policy and Procedure Manual. Election shall be by a plurality of the votes cast by the Active Members. The Secretary and Treasurer of AzHIMA shall be elected by the AzHIMA members. Officers shall take office in accordance

with the CSA Affiliation Agreement, following their election. Each Officer shall hold office for one (1) year and until his or her successor shall be elected and qualified, unless he or she shall sooner resign or be removed or otherwise become disqualified to serve.

6.3 Resignation and Removal. Any Officer may resign at any time by giving written notice of his or her resignation to the Board of Directors of AzHIMA. Any resignation shall take effect upon receipt of the notice or upon any later time specified in the notice. The Board of Directors may remove any Officer whenever in its judgment the best interests of AzHIMA will be served thereby. The removal of any Officer shall be by an affirmative vote of the majority of the Board of Directors. Such removal shall be without prejudice to the contract rights, if any, of the person so removed, but election or appointment of an Officer shall not of itself create contract rights. Vacancies among the Officers shall be filled by the Board of Directors.

6.4 Duties of President. The President shall be the chief elected officer of AzHIMA. The President shall preside at all meetings of the members and the Board of Directors. The President will determine, in consultation with the Office Coordinator, the regular agenda of all meetings of the members, the Board of Directors, and the Executive Committee. The President shall present a report at an Annual Meeting, appoint the chairs and members of committees (unless otherwise specified herein) authorized by the Board of Directors, act as liaison between AzHIMA's staff and the Board, and perform such other duties as are inherent in the office of President or as authorized by the Board of Directors. The President must be an Active Member of AzHIMA as well as an AHIMA credential holder.

6.5 Duties of President/Chair-elect. The President-elect shall act in place of the President in the event of the absence of the President and shall exercise such other duties as may be delegated to the office by the Board

6.6 Duties of Secretary. The Secretary shall be official custodian of the records of AzHIMA. The Secretary shall certify and keep at the principal office of AzHIMA the original or a copy of the Articles of Incorporation and these Bylaws, as amended to date, as well as the minutes of all meetings of the members and the Board of Directors. The Secretary shall perform any and all other duties incident to the office of Secretary and other duties as may be prescribed by law, the Articles of Incorporation, these Bylaws, or the Board of Directors.

6.7 Duties of Treasurer. The Treasurer shall keep, or cause to be kept, adequate and correct accounts of all the properties and financial transactions of AzHIMA and shall deposit, or cause to be deposited, all monies and other valuables in the name of and to the credit of AzHIMA, with such depositories as may be designated by the Board of Directors. The Treasurer shall render to the Board of Directors, upon request, an accounting of all financial transactions of AzHIMA and a statement of the financial condition of AzHIMA, and, if requested by the Board, shall cause an annual audit of AzHIMA's financial affairs to be conducted. The Treasurer shall perform any and all other duties incident to the office of Treasurer and other duties as may be

prescribed by law, the Articles of Incorporation, these Bylaws, or the Board of Directors. The Treasurer shall also serve as the Chair of the Finance Committee, *ex officio* with vote.

ARTICLE VII

AHIMA HOUSE OF DELEGATES

7.1 Purpose. The AHIMA House of Delegates exists to govern the profession of health information management by providing a forum for membership and professional issues and to establish and maintain professional standards of the membership. The House of Delegates advises the AHIMA Board of Directors on matters of importance to the membership and to the health information management community at large.

7.2 Apportionment and Term of Office. Each Component State Association is represented by at least one (1) delegate. The number of delegates representing each component state association and term of office is determined in the AHIMA Bylaws. No AzHIMA delegate shall serve more than two (2) consecutive terms.

7.3 Election and Term of Office. The President/Chair, Past President, and President-elect shall automatically serve as the first three (3) delegates for AzHIMA. The remaining delegates representing AzHIMA are elected by and from the Active Members of AzHIMA. Only Active Members in good standing shall be eligible to serve as a delegate to AHIMA. The Active Members shall nominate and elect Delegates annually by electronic ballot at a time and under procedures set forth in the AzHIMA Policy and Procedure Manual. Election shall be by a plurality of the votes cast by the Active Members. Should a delegate not be able to fulfill his term, the AzHIMA board of directors will select a board member to complete the term. Delegates shall take office in accordance with the CSA Affiliation Agreement following their election.

ARTICLE VIII

COMMITTEES

8.1 Committees. The Board of Directors, by resolution adopted by a majority of the full Board of Directors, may designate one or more committees to carry on authorized activities of AzHIMA. Committees may be formed on an ad hoc basis for a defined period of time or as provided for in the resolution. The Board President shall select and appoint the chairs of all committees, unless otherwise specified herein. Committee Chairs must be Active Members of AzHIMA. The Board President may attend and participate in meetings of any committees, and shall have voting rights in committees to the extent provided for in the resolution or in these Bylaws. Committee members are selected by the committee chairperson. The provisions of these Bylaws governing meetings, action without meetings, notice and waiver of notice, and quorum and voting requirements of the Board of Directors, shall apply to committees and their members as well

Each committee shall exercise the authority of the Board of Directors to the extent authorized by the Board of Directors. However, a committee may not by itself:

- (a) approve action that requires full Board approval;
- (b) fill vacancies on the Board of Directors or any of its committees;
- (c) amend the Articles of Incorporation;
- (d) adopt, amend, or repeal the Bylaws;
- (e) approve a plan of merger or consolidation.

Diversity is a core value of AzHIMA which shall guide the activities of the Board and its committees. Each committee shall be responsible within its focus area for promoting broad diversity in the governance, staffing, outreach, and programs of AzHIMA. This includes, but is not limited to, fostering links between AzHIMA and other organizations serving various underrepresented populations, and reviewing AzHIMA's programs, publications, and initiatives to assure multi-cultural sensitivity and inclusivity.

8.2 Finance Committee. The Finance Committee shall be comprised of no fewer than three (3) members. Members are the Treasurer, Treasurer-Elect and at a minimum one other AzHIMA member. The Treasurer shall serve as the Chair of the Committee and select the additional member(s). The Finance Committee shall be responsible for oversight of the financial operations of AzHIMA.

The Committee shall undertake the following responsibilities:

- (a.) Review, discuss and recommend changes to the proposed annual AzHIMA budget and submit for approval to the Board of Directors;
- (b.) Review, discuss and approve the monthly financial statements for AzHIMA;
- (c) Present AzHIMA's financial statements to the Board of Directors for approval at each meeting;
- (d) Periodically, review and discuss the quality, quantity, substance and dissemination of financial information provided to the Board of Directors and the Committee, recommending improvements as necessary; and
- (e) Monitor the investments of AzHIMA and develop and recommend to the Board changes to AzHIMA's investment and endowment policies as appropriate.

8.3 Nominating Committee. The Nominating Committee shall be comprised of no fewer than three (3) members with the Past President chairing the committee. The committee members are nominated and selected at the annual business meeting from those members in attendance. The chair and the committee serve for a one-year term. The Chair and the members of the Committee must be Active Members of AzHIMA. In accordance with section 5.2, the Committee shall identify and recruit qualified individuals to serve on the Board of Directors and as Officers of AzHIMA.

ARTICLE IX **CONTRACTS, CHECKS, AND DEPOSITS**

9.1 Contracts. The Board of Directors may authorize any officer or agent of AzHIMA, in addition to the officers so authorized by these Bylaws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of AzHIMA. Such authority may be general or confined to specific instances.

9.2 Checks, Drafts, and Notes. All checks, drafts, or other orders for the payment of money, notes, or other evidences of indebtedness issued in the name of AzHIMA shall be signed by the officer or agent of AzHIMA so designated and in the manner so determined by resolution of the Board of Directors.

9.3 Deposits. All funds of AzHIMA shall be deposited from time to time to the credit of AzHIMA in those banks, trust companies, or other depositories selected by the Board of Directors.

ARTICLE X **FISCAL YEAR**

10.1 Fiscal Year. The fiscal year of AzHIMA shall be from January 1 to December 31.

ARTICLE XI **BOOKS AND RECORDS; ELECTRONIC COMMUNICATIONS**

11.1 Books and Records. AzHIMA shall keep correct and complete books and records of account and shall also keep minutes of the proceedings of the Board of Directors, and all committees, and shall keep at the principal office of AzHIMA a record of the names and addresses of the Directors. All books and records of AzHIMA may be inspected by any Director at any reasonable time.

11.2 Electronic Communications. Any act which must be taken in writing under these Bylaws, or which requires the signature of an individual, may in the alternative be taken in an electronic communication and with an electronic signature to the extent permitted by applicable law and in accordance with the AzHIMA Policy and Procedure Manual.

ARTICLE XII **INDEMNIFICATION**

12.1 Indemnification. AzHIMA may indemnify Directors, Officers, employees, and agents of AzHIMA to the maximum extent permitted by applicable law.

ARTICLE XIII **LOANS; CONFLICTS OF INTEREST; COMPLIANCE**

13.1 Loans. No loans shall be made by AzHIMA to its Directors or Officers.

13.2 Conflicts of Interest Policy. AzHIMA shall adopt and abide by a conflicts of interest policy to protect AzHIMA's interest when it is contemplating entering into a transaction or arrangement that might benefit the private financial interest of a Director, Officer or other disqualified person as defined by Section 4958 of the Internal Revenue Code. The policy shall also address non-financial conflicts that may be adverse to the interests of AzHIMA. The conflicts of interest policy is intended to supplement, but not replace, any applicable state and federal laws governing conflicts of interest applicable to nonprofit and tax-exempt organizations.

ARTICLE XIV **AMENDMENTS**

14.1 Adoption of Amendments. The power to alter, amend, or repeal the Bylaws of AzHIMA, or to adopt new bylaws, is vested in the Active Members of AzHIMA. The affirmative vote of a two-thirds (2/3) majority of the votes of the Active Members cast by one of two methods as determined by the Board of Directors, shall be sufficient to effectuate such action. The two methods shall be 1.) at an AzHIMA membership meeting at which a quorum is present or 2.) by electronic means. A proposal to the Active Members to amend the Bylaws may be initiated by the Board of Directors and/or any Active Member of AzHIMA. Notice of a proposed bylaws amendment must be sent to the membership at least forty (40) days prior to the membership meeting at which a vote on the proposal is to be taken or at least forty (40) days prior to electronic voting. The Affirmative vote of two-thirds of the active members participating shall be required to consider a proposal to amend the Bylaws without prior notice. An affirmative vote by a ninety percent (90%) of the active members participating shall likewise be required for adoption of such amendments. Notwithstanding the foregoing, any proposed revisions or amendment of the Bylaws of AzHIMA shall be submitted for review and approval to the AHIMA Board of Directors prior to adoption, and they shall comply with the provisions

governing Component State Associations as provided for in the AHIMA Bylaws and in the AHIMA Policy and Procedure Manual.

14.2 Record of Amendments. Whenever an amendment or new Bylaw is adopted, a copy shall be appended to or noted at the appropriate place in the original Bylaws. If any Bylaw is repealed, the fact of repeal with the date of the meeting at which the repeal was enacted or written assent was filed shall be appended to or noted at the appropriate place in the original Bylaws. Alternatively, AzHIMA may restate the bylaws in their entirety as amended.

Adopted: July 2013

CERTIFICATE OF PRESIDENT

I, the undersigned, do hereby certify:

1. That I am the duly elected and acting President of the _____ Health Information Management Association.

2. That the foregoing Bylaws constitute the Bylaws of the organization as duly adopted and approved on _____, by the Board of Directors.

IN WITNESS WHEREOF, the undersigned has executed this Certificate of PRESIDENT this _____ day of _____, 20____.
