

SCHOOLCRAFT COLLEGE
HEALTH INFORMATION TECHNOLOGY CLUB
BYLAWS

ARTICLE I – NAME

The name of this organization shall be the Health Information Technology Club of Schoolcraft College.

ARTICLE II – PURPOSE

The Health Information Technology Club shall provide an opportunity for students of the Health Information Technology and Coding Specialist programs to develop and maintain a growing interest in the field of Health Information Technology; provide a means for members to complement their schooling; develop expertise in the areas of Health Information Technology; and develop new friendships.

ARTICLE III – OFFICERS/EXECUTIVE BOARD

Section 1. The Executive Board will consist of:

- a. President
- b. Vice-President or Co-Vice-President
- c. Treasurer or Co-Treasurer
- d. Secretary or Co-Secretary
- e. Historian
- f. Freshman Representative
- g. Advisors (see Article IX)

Section 2. The officers shall be elected from the membership of the club.

Section 3. The term of office shall last for one year and shall begin on May 1 and terminate on April 30 of the following year.

ARTICLE IV – ELECTIONS

The nominations of officers shall be held in March and the election of officers shall be held in April (of the winter semester).

ARTICLE V – QUALIFICATION OF OFFICERS

Officers must presently be a student in the Health Information Technology or Coding Specialist programs at Schoolcraft College.

ARTICLE VI – MEMBERSHIPS

Section 1. Members must presently be a student in the Health Information Technology or Coding Specialist Programs at Schoolcraft College.

Section 2. Membership dues are \$10.00 (ten dollars) per year payable by September 30. Membership runs from October 1 through September 30.

ARTICLE VII – DUTIES OF THE OFFICERS

Section 1. The President shall:

- a. Preside over all meetings.
- b. Post an agenda for the meetings.
- c. Coordinate all activities for the club.
- d. Represent the club to all other organizations.

- Section 2. The Vice-President(s) shall:
- a. Assist the President in his/her efforts to coordinate the activities of the club.
 - b. Coordinate fundraising activities.
 - c. Preside over all meetings in the absence of the President.

- Section 3. The treasurer(s) shall:
- a. Maintain all financial transactions and records of the club.
 - b. Report, at least quarterly, to the membership, the state of the finances.
 - c. Preside over all meetings in the absence of the President and the Vice-President.

- Section 4. The Secretary(s) shall:
- a. Take a roll call at all meetings.
 - b. Assist the President in preparing the agenda.
 - c. Take and publish minutes of all meetings, regular and special.
 - d. Maintain a club roster of active and alumni members.
 - e. Create and publish the newsletters.
 - f. Preside over all meetings in the absence of all other officers.

- Section 5. The Historian shall:
- a. Maintain film, camera, and photo processing for the club.
 - b. Keep a photographic album of club events.
 - c. Maintain the bulletin boards.

- Section 6. The Freshman Representative shall:
- a. Communicate with the President of the Club to inform him/her of the needs of the Freshman class.
 - b. Inform the freshmen of upcoming events, report activities and coordinate freshman participation.

- Section 7. Maintenance of the Club website shall be the responsibility of the executive board.

ARTICLE VIII – REMOVAL OF OFFICERS

- Section 1. An officer of the club may be removed from office through action initiated by a majority vote of the Executive Board.

- Section 2. Reasons for removal shall reflect a flagrant and /or willful neglect of duties.

ARTICLE IX – ADVISORS

- Section 1. All full-time Health Information faculty will be considered advisors to the Health Information Technology Club.

- Section 2. All regular and Executive Board meetings shall be coordinated with Advisors schedules so that they may attend.

- Section 3. Club advisors will be informed of all Club decisions and transactions.

ARTICLE X – MEETINGS

Section 1. Meetings shall be held when needed at an appointed time and place, with advance notice.

Section 2. Minutes of the meeting will be posted in the Health Information Technology Room.

ARTICLE XI – COMMITTEES

Section 1. Committees shall consist of one (1) chairperson who will be a member of the Executive Board and a co-chair who is a member at-large.

Section 2. Ad Hoc committees may be established if deemed necessary by the Executive Board.

ARTICLE XII – DISBANDMENT CLAUSE

If for any reason the Health Information Technology Club of Schoolcraft College should disband, any monies remaining in the Club account shall be donated to the Schoolcraft College Foundation.

ARTICLE XIII – AMENDMENT PROCESS

Section 1. An amendment to these bylaws may be initiated by a member or by the Executive Board.

Section 2. An amendment must have a majority vote before it can become an amendment to these bylaws.

Section 3. All approved amendment(s) shall become effective immediately upon ratification.

ARTICLE XIV – RATIFICATION

These bylaws of the Health Information Technology Club, Schoolcraft College shall be effective immediately upon ratification by the General Membership of the Club and approved by the College Vice-President for Student Services.

Approved by _____ Date _____
Dean

Witnessed by _____ Date _____
Student Activities Specialist

Witnessed by _____ Date _____
Health Information Technology Club President

Approved and updated on: