



**INSTITUTE OF HEALTH RECORDS & INFORMATION MANAGEMENT
CONSTITUTION**

Name and Purpose

1. The organisation is called 'The Institute of Health Records & Information Management (UK) (IHRIM (UK) referred to below as "the Institute"'.
2. The Institute is an educational and professional body for members working in the fields of health records, health information, clinical coding and information governance.
3. The Institute is a not-for-profit organisation and any annual surpluses, which may arise are reinvested in furtherance of the Institute's purpose.
4. The main purpose of the Institute is to award a range of qualifications for health records and clinical coding professionals, set professional and operational standards, provide educational events and represent the interests of its members and constituent groups.
5. The main purpose of the institute is to set professional and operational standards, to provide educational events and training resources to professional groups identified in 2 above. And also to award a range of qualifications.
6. The activities by which the Institute seeks to achieve its purpose may include, but are not limited to:
 - a) Representing and actively promoting the views and interests of those engaged in the field of health record, information management, clinical coding and information governance, as their national educational and professional institute
 - b) Organising educational courses and seminars on health record and information management, clinical coding, information governance and related subjects
 - c) Awarding comprehensive qualifications to health record professionals at all grades, who achieve the required standards in examinations and/or assessments
 - d) Organising and holding meetings and conferences and producing publications, with or without charge
 - e) Offering professional advice and information, publicising and commenting on relevant topical and professional issues
 - f) Collaborating with, affiliating with, or subscribing to other organisations with similar aims and objectives in related fields
 - g) Promoting equality of opportunity in the fields of health record, information management, clinical coding and information governance, irrespective of race or ethnicity, gender, sexual orientation, age or disability

Membership

7. The Institute provides the following categories of membership:

- a) *Student Member* – anyone registered as a student for the Institute’s Certificate or the National Clinical Coding Qualification (UK). Student membership is limited to five years unless extended at the discretion of the Director of Education;
- b) *Affiliate Member* – anyone with an interest in health record and information management;
- c) *Clinical Coding Affiliate Member* – anyone with an interest in clinical coding
- d) *Licentiate Member* – someone who has been an affiliated member for two years and holds a recognised post related to health records or health information
- e) *Clinical Coding Licentiate Member* - someone who has been a clinical coding affiliated member for two years and holds a recognised post related to clinical coding
- f) *Certificated Member* – someone in possession of the Institute’s Certificate Qualification or the new Intermediate Certificate of the Institute or someone who had gained direct entry to certificated status prior to October 2006 at which time the direct entry provisions were discontinued.
- g) *Accredited Clinical Coder* – someone in possession of the National Clinical Coding Qualification (UK);
- h) *Associate* – someone in possession of the Institute’s Diploma Qualification;
- i) *Fellow* – an Associate, who meets all the following criteria, and is awarded a Fellowship by the Executive Board as a mark of distinction for services to the Institute and/or the profession:
 - i. Members who have completed a five year qualifying period in Associate membership gained through examination or through the Diploma Award Scheme
 - ii. Members who have made a significant, demonstrable contribution to the profession of health record and/or information management
 - iii. Request for Fellowship has been made by nomination by another member and not by direct application
 - iv. Nominators have submitted a testimonial letter and the nomination has been seconded by another IHRIM member

A Fellowship Sub-Committee of the Executive Board will consider nominations:

- j) *Honorary Fellow* – the Executive Board may elect any individual to Honorary Fellowship as a mark of distinction for making a significant, demonstrable contribution to the profession of health record and/or information management. Members awarded Honorary Fellowship will be expected to continue to pay their annual subscription;
- k) *Honorary Membership* – The Executive Board may, at its discretion, elect any

member of any category to honorary status as a mark of recognition of their loyalty to the Institute

- l) Where appropriate, the Executive Board may create other classes of membership to meet the needs of special interest groups. An appointed member may represent any special interest group at Board level, by invitation.
8. Fully subscribed members who are Licentiate, Clinical Coding Licentiate, Certificated, Accredited Clinical Coders, Associates, Fellows and Honorary Fellows are referred to in this Constitution as "Voting Members". These members may use letters after their names designating membership of the Institute, and are entitled to speak and vote at a General Meeting conditional on their subscriptions being fully paid. Only members holding the Certificate or Diploma are entitled to stand for election to the Executive Board. However, in the absence of nominations for vacant positions, the Executive Board may, at its discretion, appoint a suitably experienced member of other classes of membership. However, any member elected to the position of Director of Education, must hold the Institute's Diploma Qualification or have worked at Band 7 or 8 in Health Records for a period of 5 years.
9. A person's membership of the Institute may end:
 - a) By the member resigning in writing to the Institute
 - b) By decision of the Executive Board if the member's subscription is three months overdue
 - c) By decision of the Executive Board if the member's conduct is considered damaging to the Institute or the profession. The member must be allowed an opportunity to defend him/herself at a meeting of the Executive Board, and be allowed the right of appeal to an independent tribunal made up of the President of the Institute and two independent Fellow members who will be randomly selected and will have had no previous involvement with either the member or the circumstances surrounding the expulsion. No more than twelve weeks should lapse between such expulsions and a tribunal hearing
10. The subscription payable for each class of membership is set by the Executive Board. A member's subscription will not be refunded on termination of membership.
11. The Executive Board determines and administers procedures and regulations for admission to membership; termination of membership and reinstatement; payment of annual subscriptions and other fees; and any other relevant matters.

Executive Board

12. The Institute is managed by an Executive Board which – except as this Constitution lays down – acts in accordance with the Terms of Reference for the Executive Board and has the authority to formulate all policies and decisions needed to achieve the purpose of the Institute under the terms of this constitution. This includes, but is not limited to:
 - a) Appointing examiners, markers and invigilators and making other arrangements or the award of the Institute's qualifications

- b. Constituting branches and/or area networks of the Institute and supervising their work. The Executive Board may meet from time to time with representatives of the Branches and/or area networks
- c) The Executive Board may dissolve branches and/or area networks
- d) Appointing committees, which need not be limited to members of the Executive Board or of the Institute
- e) Appointing members as delegates and representatives of the Institute

Employing staff and effectively and efficiently managing the Institute's financial affairs
- f) Developing and managing the strategic direction of the Institute
- g) Appointing representatives of special interest groups including Clinical Coding and Information Governance, Health Records, Health Information and Health Informatics Development who may attend the Executive Board meetings for relevant agenda items at the invitation of the Board, or be asked to submit a written report if more appropriate.

13. The Executive Board consists of:

- a) Chairman (3 year term of office)
- b) Chief Executive (appointed, salaried post 0.4 WTE pro-rata to an agreed salary of £40,000)
- c) Other Directors, whose titles and responsibilities are decided from time to time by the Executive Board. Their term of office is for 3 years). The following areas of responsibility must be covered:
 - i. Director of Finance and Administration
 - ii. Director of Education (appointed post with enhanced honorarium)
 - iii. Director of Communications (which includes Marketing and Publicity)
 - iv. Director of Information Governance
- d) The UK IFHRO Director (Honorarium payable for work done/promotional activities undertaken and/or meetings attended)
- e) Associate Director of Education (Examination Administration) – ex-officio, without voting rights and responsible to the Executive Board through the Director of Education
- f) Associate Director of Education (Certificates of Technical Competence) – ex-officio, without voting rights and responsible to the Executive Board through the Director of Education
- g) Associate Director of Education (Clinical Coding) – ex-officio, without voting rights and responsible to the Executive Board through the Director of Education
- h) Clinical coding representatives one north and one south of the UK
- i) Editor of the IHRIM Journal (ex-officio without voting rights)
- j) Webmaster (ex-officio without voting rights)
- k) Accountancy Advisor (ex-officio without voting rights)
- l) the President (ex-officio, with voting rights for business continuity purposes) (1 year term)

14. A Chairman is elected every third year, serving a three-year term of office. The UK Director of IFHRO serves a three year term starting and ending on the dates of the

- General Assemblies of the Federation, or such amendments to this term as decreed by IFHRO and is appointed by the Executive Board without voting rights on IHRIM Executive Board matters subject to approval by the Executive Board. Other Directors covering the areas of responsibility identified in section 12 above are elected to serve for a three year term, the expiry dates of which will be staggered to ensure that all officers do not retire at the same time. Elections are by postal ballot of Voting Members and the successful candidates take office at the end of the appropriate Annual General Meeting. The Executive Board determines procedures for elections and may itself fill vacancies that occur during the year, until the time of the next Annual General Meeting.
15. Nominations for directors/officers elect may be sought for Directors posts one year in advance of the position falling vacant. These Directors Elect may be invited to attend Board meetings but will have no voting rights on Board matters.
 16. A quorum for a meeting of the Executive Board is 60% of its members so long as this number is no fewer than three who will be authorised to act with executive authority to ensure business continuity. A resolution signed by all members of the Executive Board counts as if passed by a meeting.
 17. A Director of the Institute may not be an employee of the Institute and an employee of the Institute may not be nominated for national office with the exception of the Chief Executive and the Director of Education which are appointed posts.
 18. President and Vice President(s) - The Institute, may elect a President of the Institute to serve for the ensuing one year period without voting rights on Board matters. A President shall be eligible for re-election at the conclusion of their term of office. The Executive may appoint a Vice President(s) without voting rights on Board matters, for a pre-determined period.
 19. The three Associate Directors of Education (accountable to the Executive Board through the Director of Education), the Editor of the IHRIM Journal, a Webmaster (both responsible to the Executive Board through the Director of Communications) and an Accountancy Advisor (responsible to the Director of Finance and Administration) are appointed and may attend Executive Board meetings at the invitation of the Board to present their report and for agenda items relevant to their designated area of responsibility only. Ordinarily a quarterly, written report will be provided. Each of these positions is without voting rights on Executive Board matters.
 20. Clinical Coding Representatives to assist the Associate Director of Education (Clinical Coding) may be appointed for pre-defined periods by the Executive Board.
 21. IHRIM Office Administrator and Examination Clerk who are appointed on contract and are responsible to the Director of Finance and Administration.

General Meetings

22. A General Meeting of members is the highest authority of the Institute and such a meeting takes place at least once a year, usually at the time of the annual national conference. The Annual General Meeting receives an annual report from the Executive Board and audited accounts to 31st March each year, ratifies the appointment of Auditors for one year, and ratifies the election of directors and other officers. Other General Meetings may be held for one of the following reasons:
 - a) By decision of the Executive Board
 - b) On the written request to the Chief Executive of 20 Voting Members. This request must specify the business to be considered at the meeting. The Chief Executive must then call the meeting within fourteen days of receipt of the request

23. A General Meeting is open to all members but only Voting Members may vote. The only business to be carried out is that specified in the notice of the meeting, including amendments to it. Notice of a General Meeting, including details of the business to be discussed, is sent to all members at least 21 days in advance.
24. A quorum for a General Meeting is 10 Voting Members. If there is no quorum half an hour after the starting time, those present may arrange a further meeting to carry out the same business, and the second meeting will automatically be considered quorate.
25. The person who presides at a General Meeting is, in order of preference:
 - a) Chairman of the Executive Board;
 - b) Another member of the Executive Board;
 - c) Another Voting Member elected by those present at the beginning of the meeting.
27. Any resolution – except as this Constitution lays down – may be carried by a majority of votes “for” over votes “against”. In the event of a tie, the Chairman of the meeting has an additional casting vote.
28. A resolution requiring a vote “for” of two-thirds of all votes cast must always be decided by a poll, except with the consent of all those present and entitled to vote. Any other resolution may be decided by a show of hands. If in the opinion of the Chairman of the meeting there is no clear majority on a show of hands, or if requested by at least a quarter of those present and entitled to vote, the vote will be decided by a poll.
29. In the event of a vote, both the votes of those present and proxy votes are counted. A member wishing to appoint another Voting Member as a proxy to vote on their behalf should inform the Chief Executive in writing at least five working days before the meeting. The Chief Executive will provide a voting card for use at the meeting. An alternative proxy should be named in case of absence.
30. All procedures and arrangements for the conduct of General Meetings not laid down by this Constitution are decided by the Executive Board but may be changed by a resolution during a General Meeting.

Branches and Area Networks

31. Where branches exist, a Chairman must be elected and other members should cover the following areas of responsibility:-
 - Branch Secretary
 - Finance
 - Training (if appropriate)
32. Any category of member (except Student Members or Affiliate Members) may hold branch office. However Student/Affiliate members may serve on committees. Each branch must nominate a representative to attend meetings with the Executive Board as required. This representative does not necessarily need to be a branch officer.
33. Branches and area networks bring together members residing in a geographical area and they promote the aims of the Institute at local level. The Executive Board consults branches and area networks on policy matters as required and they in turn inform the Executive Board of their activities.
34. Each Branch holds an Annual General Meeting, elects officers and is required to submit annual accounts and a bank statement as at 31st March each year to the Institute’s Director of Finance and Administration by 30th June that year. A brief report of branch Activities should be sent to the Chief Executive annually in March with a “nil” report being submitted in the case of an inactive branch.

35. The Executive Board approves Branches and Area Networks and supervises their management and financial affairs in accordance with the Standing Financial Instructions of the Institute. Assets of a Branch or Area Network are the property of the Institute and these should be returned to the Director of Finance and Administration in the event of the Branch or Area Network becoming inactive.

Dissolution

36. The Institute may be dissolved by a resolution passed at a General Meeting, by a vote “for” of two-thirds of all votes cast. The resolution must appoint Trustees with power to finalise the Institute’s affairs and to use or transfer the Institute’s assets to purposes similar to the aims laid down in this Constitution.

Constitution

37. This Constitution may be changed by a resolution passed at a General Meeting, by a vote “for” of two thirds of all votes cast.

Revised - November 2008