

GHANA HEALTH INFORMATION MANAGEMENT ASSOCIATION



CONSTITUTION

2021

THE CONSTITUTION OF THE GHANA HEALTH INFORMATION
MANAGEMENT ASSOCIATION
AS AMENDED AT THE 6TH ANNUAL GENERAL MEETING

HELD AT

TAKORADI IN THE WESTERN REGION

FROM 27TH TO THE 30TH OF OCTOBER, 2021

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PREAMBLE

We the members of the **Ghana Health Information Management Association (GHIMA)** taking cognisance of the fact that we need a constitution to guide and regulate our activities. We in the spirit of oneness as brothers and sisters of the noble profession of the Health Information Management have given to ourselves this constitution as the blue print to be adhere to by all members in the discharge of their assigned duties as members of the **Ghana Health Information Management Association**, do hereby enact, accept and give to ourselves this constitution.

God be our helper we shall live by the tenets of this constitution.

ARTICLE I: NAME

The Association shall be known and called the Ghana Health Information Management Association, abbreviated to read GHIMA and hereafter referred to as the Association

ARTICLE II: OBJECTS

The objects for which the Association is formed are 1. Finding remedies to challenges to facilitate quality health care delivery and accessibility through research.

2. To exercise professional supervision over members with a view to maintaining a high standard of professional competence and conduct.
3. To promote the science and to develop the practice of Health Information Science for the benefit of mankind.
4. Promoting healthy lifestyles through analysis and interpretation of health outcomes through health education.
5. To foster the spirit of brotherliness and unity among all Health Information Managers in Ghana and the world at large.
6. To cater for the social, economic and professional needs of the members.
7. For the purpose of carrying out the objects, the Association shall seek to have influence and secure for members such definite status and recognition as may assist members in the discharge of their duties.
8. To hold meetings for the delivery of lectures, for the reading of papers, and for the discussion of scientific and technical matters as well as other subjects of general interest.
9. To issue on request, copies of lectures and professional transactions to members and others interested in Health Information Science.

ARTICLE III: MISSION AND VISION

a. Mission

To provide eminent health information / data to aid the improvement of quality in health service delivery through application of innovations and adherence to ethical standards in managing health data / Health Records.

b. Vision

1. To become the beacon of hope for the health service by maintaining and promoting quality health information management practices.
2. To properly supervise all Health Information Management Practitioners on adherence to ethical standards in Health Information Management.
3. To inspire innovations, provide forums for the exchange of ideas, education and coaching for Health Information Managers to ensure continuous improvement in the process of managing health data.

ARTICLE IV: CORE VALUES

i. Professionalism

We ensure members aim for the highest professional standards through adherence to principles in Health Information Management.

ii. Discipline

We believe that a disciplined workforce can effectively deliver a quality service. We are committed to being guided by professional ethics and codes of conduct in Health Information Management.

iii. Integrity

Integrity is paramount and we strive to maintain the highest level of integrity in our work.

iv. Innovation/Excellence

We pursue excellence and innovations to continuously improve service delivery

v. Partnership

We develop and strengthen collaborative relationships with all our partners.

ARTICLE V: COMPOSITION

The Association shall be composed of the following:

a. Annual National Congress/Annual General Meeting.

These Annual National Congresses/Annual General Meetings,

- i. Shall be attended by practicing members who are in good standing with the Association.
- ii. Shall be attended by practicing members who have registered with the Allied Health Professions Council.
- iii. Shall be attended by students of accredited training institutions as observers upon the invitation of NEC.
- iv. Shall be attended by Corporate Members as observers upon the invitation of NEC.
- v. Shall be attended by Honourary members as observers upon the invitation of NEC.

b. National Executive Council (NEC)

- i. National Officers
- ii. All Regional Governors
- iii. Immediate Past President
- iv. Immediate Past General Secretary

c. National Officers

The President

The Vice President

The General Secretary

The Treasurer

The Financial Secretary

The Organising Secretary

The Women Commissioner

d. Regional Branches

e. Zonal Branches

f. Committees:

- i. Education and Accreditation Committee
- ii. Editorial and Publicity Committee
- iii. Disciplinary Committee

- iv. Finance Committee
- v. Welfare Committee
- vi. Membership Development Committee
- vii. Scientific and Research Committee

The Committees shall be made up of 10 panels as follows:

1. Health Information
2. Health Statistics
3. Anatomy & Physiology
4. ICT
5. Health Records Management
6. Disease Classification & Coding
7. Medical Terminology
8. Public Health
9. Quality Assurance
10. Health & Safety

ARTICLE VI: MEMBERSHIP

An applicant for admission to membership must satisfy the National Executive Council that He/she is in good standing with the regulatory body (ies) and of sound mind.

a. Fellow

Fellowship is open to a registered member of good standing with the Association.

It is desirable that members have at least MSc. /MPH / college certificate (as specialist) in Health Information Science/Biostatistics/Health Statistics/Health Informatics or its equivalent and who have been registered with the Association for at least two years as Associate member.

- i. A Fellow may be permitted to take part in such proceedings and functions of the Association, and shall vote on any resolution at any meeting of the Association.
- ii. A Fellow may hold any office on the Regional and National Executive Council.

b. Associate

Associateship is open to a registered member of good standing with the Association. It is desirable members may have at least a BSc. /BA / college certificate (as specialist) in Health Information Science/Biostatistics/Health Statistics/Health

Informatics or its equivalent and who has gone through a one-year certified professional internship programme.

- i. An Associate may be permitted to take part in such proceedings and functions of the Association, and shall vote on any resolution at any meeting of the Association.
- ii. An Associate may hold any office on the Regional and National Executive Council.

c. Affiliate

Affiliateship is open to a registered member of good standing with the Association. It is desirable members have at least a diploma and/or certificate in medical/health Records Management or HND in Health Information/Statistics/Informatics and who have gone through the Association's certified professional training programme.

- i. An Affiliate may be permitted to take part in such proceedings and functions of the Association, and shall vote on any resolution at any meeting of the Association.
- ii. An Affiliate may hold any office on the Regional and National Executive Council.

d. Student Member

This is open to students in accredited institutions who are studying Health Information Science/Health Informatics/Health Statistics/Health Records Management Science and have not practiced as professionals.

- i. A Student Member may be permitted to take part in such proceedings and functions of the Association, as the Council shall deem fit, but shall not have any vote on any resolution at any meeting of the Association.
- ii. A Student Member shall not hold any office except as a Student Representative.

e. Corporate Member

This is open to suitable commercial organizations and institutions that want to be associated with GHIMA.

- i. A Corporate member may be permitted to take part in such proceedings and functions of the Association, as the National Executive Council shall deem fit, but shall not have any vote on any resolution at any meeting of the Association.
- ii. A Corporate member shall not hold any office.

f. Honorary Member

The Association, at Congress, may resolve by special resolution, that the National Executive Council admits to honorary membership any personality who in the opinion of the Council has rendered significant service to the Association or to any of the objects for which the Association is formed to promote.

- i. An Honorary Member may be permitted to take part in such proceedings and functions of the Association, as the National Executive Council shall deem fit, but shall not have any vote on any motion at any meeting of the Association, unless such a member had already been admitted to Fellowship, Associateship or Affiliateship.
- ii. An Honorary Member shall not hold any office.

- iii. An Honorary Member shall not be liable to pay admission fee or any subscription to the Association but may on good will or free will, donate to the Association.
- iv. Honorary Members, Fellows, Associates or Affiliates who are nominated for honorary membership but wish to serve on the National Executive Council can have their honours deferred.

ARTICLE VII: CESSATION OF MEMBERSHIP

1. Membership Cessation

- (a) A member may resign his or her membership by notice in writing to the National Executive Council through the General Secretary.
- (b) A member ceases to be a member if the individual is in arrears of nonpayment of dues for a period of six (6) months.
- (c) It is the duty of the member who through the check off system was not being deducted to inform the General Secretary through the Zonal/Regional Leaders.
- (d) Upon the death of a member.

2. National Executive Council

- i. The National Executive Council may expel from its membership of the Association any member found to be working against the interest of the Association.
- ii. There shall be a Disciplinary Committee to do the necessary investigations into the issues and submitted its report to the NEC. The NEC, upon satisfying itself with the disciplinary committee report or otherwise that the continued membership of such a person would be detrimental to the interests of the Association or to the furtherance of its objects, the individual(s) shall be expelled from the Association.
- iii. Withdrawal of Professional Registration Certificate by the Regulatory body (Allied Health Professions Council) for professional misconduct.

ARTICLE VIII: ACCOUNTS AND AUDIT

- a. Bank Accounts shall be opened with any of the following banks: GCB Bank Ltd., NIB, ADB Bank Ltd among others.
- b. The National Executive Council shall cause bank accounts and proper books of accounts to be kept as well as an income and expenditure / receipt and payment account and balance sheet to be prepared, audited by reputable qualified external auditors (Accountants/Auditors within MOH) annually and circulated to all regional branches at least one month before being presented at Congress.
- c. Signatories to the National Account shall be:
 - 1. President
 - 2. General Secretary
 - 3. Financial Secretary
- d. Signatories to Regional Branch Account
 - 1. Governor
 - 2. Secretary
 - 3. Treasurer (Financial Secretary)

ARTICLE IX: ANNUAL NATIONAL CONGRESS/ANNUAL GENERAL MEETING

- a. The Annual National Congress/Annual General Meeting shall be the highest legislative body of the Association.
- b. Congress shall be held annually for the following:
 - i. Presentation of the Annual state of affairs and the way forward report by the President.
 - ii. Presentation of Audited report by the Auditors.
 - iii. Presentation of programme of activities by the General Secretary.
 - iv. Presentation of budget by the Treasure/Financial Secretary.
 - v. Election of National Officers which shall be held every four years.
- c. Decisions taken at Congress/Annual General Meeting shall be binding on all members, and shall be passed by popular acclamation, or in the case of voting by a simple majority.
- d. Each delegate present at Congress shall have one vote.
- e. Honorary membership may be conferred on deserving individuals at Congress/ Annual General Meeting upon the recommendations of NEC.
- f. Congress/ Annual General Meeting shall have the power to remove any member of the NEC through a vote of no confidence. Any such decision shall be taken only when the officer in question was taken through the due process as spelt out in this constitution.
- g. The NEC may convene emergency Congress/ Annual General Meeting whenever they deem it fit, and shall be convened on the requisition of members in accordance with Article XIV.

ARTICLE X: NATIONAL EXECUTIVE COUNCIL

A. Functions of the National Executive Council

- i. The National Executive Council shall be second highest governing body of the Association after Congress/AGM.
- ii. Shall be the Trustees of the Funds and properties of the Association.
- iii. Shall appoint individuals to serve on committees and panels
- iv. Shall have the powers to appoint individuals or special committees to deal with specific matters.
- v. These individuals or special committees shall be responsible to the NEC and shall operate within specific work definitions and time frame.

- vi. Shall see to it that resolutions passed at Congress/AGM shall be in conformity with the constitution.
- vii. Shall determine benefits and privileges for persons in positions of trust, authority and responsibility.
- viii. Shall convene Congress/AGM annually through the National Officers.
- ix. NEC, working in collaboration with the regulatory body (ies), shall ensure that whoever heads or superintends over any Health Information Unit/Medical Records Department is in good standing with the Association and certified member of the Allied Health Professions Council.
- x. NEC shall co-opt anybody as member of GHIMA on grounds of demonstrable knowledge, expertise, skills and experience in a subject matter to attend its meetings by a formal invitation. However, such individual/member(s) shall not have voting rights on any motion at such meetings.

B. National Officers

a. The National Officers (NO) shall comprise of the following:

- i. President
- ii. Vice President
- iii. General Secretary
- iv. Treasurer
- iv. Financial Secretary
- v. Organizing Secretary
- vi. Women Commissioner

b. The National Officers shall be elected from among Affiliates, Associates and Fellows only.

c. Election of National Officers shall be conducted at Congress and shall be by secret ballot.

C. Functions of the National Officers (NO)

1. President

The President shall:

- a. Convene Congress/AGM and NEC meetings in consultation with the General Secretary.
- b. Preside over Congress/AGM, NEC and NO meetings as well as the Association's official activities by the observance of the Constitution and decisions of the governing bodies.
- c. Approve minutes of meetings of NEC and NO.
- d. Co-ordinate the work of the NEC.

- e. Lead the Association to local and international meetings.
- f. Have a casting vote in the event of a tie at voting.
- g. Be a signatory to the Association's bank account.
- i. And any other duty assigned to him/her by the NO, NEC or Congress/AGM.

2. Vice-President

The Vice-President shall:

- a. Assist the President in the performance of his or her duties.
- b. Act in the absence of the President by performing his or her duties.
- c. Co-ordinate the work of the Committees.

3. The General Secretary

The General Secretary shall:

- a. Be responsible for performing day-to-day administrative duties of the Association
- b. Superintend over the National Secretariat of the Association.
- c. Prepare agenda for meetings in consultation with the President.
- d. Keep records of all activities of the Association.
- e. Keep all valuable documents of the Association.
- f. Receive and deal with all correspondence of the Association.
- g. Keep up to date minutes of all meetings of the National Officers, NEC and Congress/AGM.
- h. Be the spokesperson of the Association.
- i. Be a signatory to the Association's bank account.
- j. Perform any other duties assigned to him/her by NO, NEC and Congress/AGM.

4. Treasurer

The Treasurer shall:

- a. Chair the Finance Committee
- b. Be the custodian of the funds of the Association
- c. Receive monies collected from the Financial Secretary among others as well as issue receipts on all monies and lodge same into the Association's Bank Account within 48hours.
- d. Ensure the disbursement of funds for the execution of programmes and activities of the Association with the approval of the NEC.
- e. Prepare and submit a budget to NEC for approval.
- f. Present financial statements of the Association Half Yearly and Annually to NO, NEC, Congress/ AGM.
- g. Be a signatory to the Association's bank account
- h. Keep an up to date, detailed financial records of the Association's funds
- i. Perform any other duties assigned to him/her by NO, Congress/AGM and NEC.

5. Financial Secretary

The Financial Secretary shall:

- a. Liaise with the Treasurer for the financial operations of the Association.
- b. Collect membership dues among others and handover the monies collected to the Treasurer.
- c. Ensure the arrangement and collection of donations both in cash and or in kind.
- d. Be responsible for financial transactions of the Association as directed by NEC and Congress/AGM.
- e. Submission of half and annual statement of accounts to the Treasurer.
- f. Keep an up to date, detailed financial records of the Association's funds.
- g. Keep inventory of all properties of the Association.
- h. Perform any other duties assigned to him/her by the NO, NEC and Congress/AGM.

6. Organizing Secretary

The Organizing Secretary shall:

- a. Be responsible for organizing Congresses, NEC and Emergency Meetings in collaboration with the President and the General Secretary.
- b. See to the general comportment and orderliness of members at all meetings.
- c. Perform any other duties assigned to him/her by the NO, NEC and Congress/AGM.

7. Women's Commissioner

The women's Commissioner shall be elected among only the women cadres within the Association and the person must be of good professional standing. Except the conditional criteria of being only for women cadres in GHIMA, all other criteria for selecting other National Officers hold.

The Women's Commissioner shall:

- a. Serve as the focal person for all female members of GHIMA.
- b. Offer a common platform for monitoring potential discriminatory and unfair practices against women with the understanding of seeking appropriate redress in such circumstances.
- c. Inculcate into women the sense of belongingness and active involvement in GHIMA activities at all levels.
- d. Pursue the interest of women within the Association.
- e. Make recommendations and monitor thereof for the reforms in matters relating to gender equality and women empowerment.
- f. Perform any other duties assigned to her by the NO, Congress/AGM and NEC.

D. Tenure of Office

- a. The tenure of office shall be 4 years.
- b. No elected officer shall hold the same office for more than two terms.
- c. Office of the National Officers, shall begin immediately they are sworn into office by taking the Oath of Office.

E. Election of National Officers

- a. Election of National Officers shall be held every four years at a Congress.
- b. An Internal Electoral Committee shall be constituted prior to the Election Congress.
- c. NEC shall constitute a three-member Internal Electoral Committee at the preceding AGM, before the election Congress, to organize pre-election activities.
- d. The Internal Electoral Committee shall consist of an Electoral Presiding Officer and two other members.
- e. Members of the Internal Electoral Committee are not eligible to stand for elections.
- f. Eligibility is open to all members in good standing at the time of nominations and who have been registered with the Association for at least three years.
- g. All applying candidates shall be endorsed by two members of the Association who are in good standing from any of the structures of the Association.
- h. Nomination forms shall be circulated through all the structures of the Association by the Internal Electoral Committee for interested members to fill and submit same to the Electoral Committee.
- i. Only National, Regional Executives and members in good standing who are delegates shall have voting powers.
- j. The winner of an election shall be determined by a simple majority.
- k. A candidate who stands unopposed shall be acclaimed and declared duly elected.

F. Duties of National Officers

- a. Undertake the day-to-day Administration and Management of the affairs of the Association under the direction of the National Executive Council and in line with the provisions of this Constitution.
- b. The National Officers shall meet once every three months in a calendar year barely other emergencies.
- c. Present the Association's yearly programmes, activities and budgets to the National Executive Council for approval within the first quarter of the calendar year.
- d. Implement decisions, resolutions and recommendations of the NEC, AGM and Congress.
- e. To present annual reports and audited accounts to NEC on the state of affairs of the Association.
- f. The President and the General Secretary shall present reports to the AGM and Congress on the Association's affairs within the calendar year.
- g. To ensure and maintain the safety of the all fixed and moveable assets of the Association.
- h. To represent and protect the interest and image of the Association on both local and international platforms/programmes.

- i. Shall appoint and hire for the Association. All such appointments and hiring must be sent to NEC for approval.
- j. The National Officers shall appoint members to committees in consultation with the NEC.

ARTICLE XI: THE ELECTORAL COLLEGE

1. That the Electoral College of GHIMA shall be constituted as follows:
 - a. All National Officers
 - b. The Immediate Past President
 - c. The Immediate Past General Secretary
 - d. All Members of the Council of Elders
 - e. All Regional Executives
 - f. Other members: not more than five percent of membership strength shall be selected from each region by the Regional Executive Council in consultation with NEC. In the event that the resources of the Association cannot support five percent quota, NEC shall decide on a lesser proportion of this category of delegates. In selecting for this category of delegates, all Zonal branches shall be fairly covered/represented.
2. The National coffers of the Association shall bear the cost of travel and transport, accommodation, feeding and other expenses as determined by NEC. Delegates shall not be made to bear any cost in relation to Congress.
3. The General Secretary shall communicate, in writing to the Regional Governors not later than thirty days to the national elections, the total number of delegates from each region in respect of Article XI (f)
4. The Regional Governors shall communicate in writing, to NEC through the General Secretary, not later than fourteen days to the national elections, the following details of the individual delegates in respect of Article XI (e) and (f):
 - a. Full name
 - b. Staff ID
 - c. PIN
 - d. Grade
 - e. Contact Number
 - f. Email Address
 - g. Name of Healthcare Facility or Organization
 - h. Name of District

- i. Previous and Current Position(s) held in GHIMA (if any)
 - j. Date of GHIMA Membership
 - k. GHIMA Membership Number (if any)
5. General Secretary shall submit the information in reference to Article XI (4) to the Internal Electoral Committee.
6. A member is not qualified to be in Electoral College unless he/she is in good-standing with Association.
7. Any disputes relating to elections, shall be brought before NEC in writing through the General Secretary within seven days for resolution. NEC shall constitute an ad hoc committee within seven days upon receipt of a formal complaint. The committee shall work and submit its reports and recommendations within seven days to NEC for immediate implementation.
8. Electoral College for Regional Council elections shall be composed of the followings:
- a. All Regional Executives holding position at the time
 - b. All National Officers who are members of the Regional chapter
 - c. Regional Health Information Officer of Ghana Health Service
 - d. The Head of Health Information Department/Unit at the Teaching Hospital within the Region (if any)
 - e. Members of the Council of Elders who are registered members at the Regional Chapter
 - f. Immediate past Governor of the region who is still a member of the Regional Chapter
 - g. One delegates from each hospital within the Region.
 - h. Two (2) delegates from each Teaching Hospitals and Regional Hospitals that has more than twenty (20) registered members.
 - i. Without prejudice to g and h above, other facilities whose registered membership with GHIMA is less and not more than five, shall have one delegate slot.
9. The Regional Chapter shall be responsible for expenses on the delegates for Regional Executive elections; thus transportation, feeding as well as accommodation if necessary.
10. Regional Annual General Meeting, prior to election year, shall elect a three-member Electoral Committee to manage Regional Executive Council elections at the Regional Annual General Delegate Meeting to be supervised by the National Officers.
11. Any electoral disputes shall be brought before NEC in writing through the General Secretary within seven days for resolution. NEC, shall constitute an ad hoc

committee within seven days upon receipt of a formal complaint. The committee shall work and submit its reports (findings and recommendations) within seven days to NEC for immediate implementation. NEC, upon receipt of any such report shall meet and put the decision to accept the recommendation or otherwise to vote make a determination by simple majority.

ARTICLE XII: REGIONAL CHAPTERS

- a. The National Officers will in the interim, appoint Coordinators for all the regions where there is the need for social mobilization to carry out duties on behalf of the NEC at the Regional levels.
 - b. After a good social mobilization by the appointed coordinators, the NEC shall inaugurate the chapter to make it a recognize Regional Chapter(s).
1. Members within a Region shall be formed into bodies' known as Regional Chapters.
 2. Each member of the Association shall belong to a Regional Chapter.
 3. The National Executive Council shall determine the areas of Chapters and may change existing boundaries or form new ones by resolution.
 4. Regional Chapters shall have Annual Congress similar to that of the National structure.
 5. Regional Chapters shall have an Executive Council made up of:
 - i. Governor
 - ii. Deputy-Governor
 - iv. Secretary
 - v. Treasurer / Finance Officer
 - vi. Organizer / Liaison Officer
 - vii. Student Representative (if any)
 6. Regional Executive Council shall be elected at least 6 months before the national elections.
 7. The National Executive Council shall make budget provision for the funding of the Regional Chapter activities. The funding shall be based on:
 - i. The membership strength of the Chapter.
 - ii. The activities of the Chapter which shall include, but not limited to.
 - a. Organise the chapter into a well-functioning unit and see to the active social mobilization of the Chapter
 - b. Prepare and submit budget to the NEC for consideration and approval.

8. Regional Chapters shall determine the manner in which to use funds provided by the Association, except where funds are earmarked for specific purposes.
9. Permission must be sought from the National Executive Council by the Regional Chapter to incur any expenditure outside their budget. Each Regional Chapter shall possess a bank account in the name of the Chapter/branch.
10. Regional Chapter shall furnish the National Executive Council with half year reports and financial statements.

ARTICLE XIII: COMMITTEES

- i. The NEC shall appoint individuals to serve on committees in writing.
- ii. The tenure of all statutory committee ends with the tenure of the National Officers and NEC. I.e. 4 years
- iii. Each statutory committee shall have one NEC member in its membership.
- iv. No member shall serve on more than two committees.
- v. Each committee shall be made up of five members.
- vi. Each committee shall appoint its chairperson and secretary from among its members.
- vii. The chairperson shall convene committee meetings.
- viii. The date, time and agenda for meetings shall be communicated to members at least one week before the meeting, except for emergency meetings.
- ix. At all meetings three people including the chairperson or secretary shall constitute a quorum.
- x. Decisions at meetings shall be by simple majority.
- xi. The secretary shall maintain a record of proceedings of all meetings, including a register of attendance.
- xii. Committees are responsible to the NEC.

ARTICLE XIV: MEETINGS AND RESOLUTIONS

- i. Congress and Annual General Meetings shall be held annually.
- ii. National Executive Council meetings shall be held half yearly.
- iii. Regional Executive Committee/Council meetings shall precede the National Executive Council meetings.
- iv. Branch membership meetings shall be organized by the branch executives at least once every quarter.
- v. The NEC may convene emergency meetings whenever they deem it fit.
- vi. Notice of meetings shall be communicated to members at least two weeks prior to the meeting date, except in the case of emergency meetings and Annual National Congress.
- vii. No proxy vote shall be allowed at any meeting of the Association.
- viii. The President, or in his/her absence the Vice President, shall preside at Congress/AGM, NEC and NO meetings, but if neither of them is not or cannot be present within thirty minutes after the time scheduled for the meeting, the General Secretary shall chair the meeting.

- ix. Each ad hoc committee shall appoint its chairperson and secretary from among its members.
- xiv. The chairperson of committees shall convene committee meetings.
- xv. The date, time and agenda for meetings shall be communicated to members at least one week before the meeting, except for emergency meetings.
- xvi. At all committee meetings three people including the chairperson or secretary shall constitute a quorum.
- xvii. Decisions at meetings shall be by simple majority.
- xviii. The secretary shall maintain a record of proceedings of all meetings, including a register of attendance.
- xix. Committees are responsible to the NEC.

1. Education and Accreditation Committee

1. It shall be responsible for occupational standards.
2. It shall serve as liaison between the Association and the training institutions.
3. The Committee shall make inputs into health institution courses submitted to the Allied Health Professions Council for approval.
4. It shall organize certified professional internship programmes and membership development conferences for the members.
5. It shall establish and update Quality Assurance benchmarks (Standards, SOPs, Safety, etc.).
6. It shall organize continuous education for members.

2. Editorial and Publicity Committee

1. It shall publish manuals, magazines and newsletters of the Association.
2. It shall develop marketing and publicity activities for the Association.
3. It shall develop and regularly update a website for the Association.

3. Disciplinary Committee

1. It shall deal with all matters referred to it by the National Executive Council/ Congress.
2. It shall have the power to prescribe any appropriate punishment that shall be capable of being enforced by the NEC.
3. It shall deal with issues/matters of misconduct that brings the name of the Association into disrepute.

4. Finance Committee

1. It shall organize fund-raising activities for the Association.
2. It shall, in consultation with investment experts, invest funds of the Association upon direction from the National Executive Council.
3. The Treasurer shall chair the Finance Committee.

5. Membership Development Committee

1. It shall be responsible for the professional interest of the Association's membership.
2. It shall pursue membership drive by enrolling cadres who are prospective members of GHIMA or free riders.
3. It shall collate and update the membership register/database.
4. It shall make inputs into training institutions courses submitted to the AHPC for approval.
5. It shall organize membership development conferences

6. Welfare Committee

1. A National Officer shall be appointed by the NEC to chair the Welfare Committee.
2. It shall be concerned with promoting the general welfare of the members.
3. Each Regional Chapter may establish its welfare bye-laws.
4. The NEC shall develop a National Welfare Policy for the Association members.

7. Scientific and Research Committee

1. It shall be responsible for scientific advisory panels.
2. It shall be responsible for the development of scientific programmes and publications.
3. It shall be responsible for grants for scientific research.
4. It shall form and be responsible for 10 scientific advisory panels such as:
 - Health Information
 - Health Statistics

- Anatomy & Physiology
- ICT
- Health Records Management
- Disease Classification & Coding
- Medical Terminology
- Public Health
- Quality Assurance
- Safety

The scientific advisory panels will provide pools of expertise and knowledge in determining policy, developing publications and advising government or media among others.

ARTICLE XV: EMERGENCY MEETINGS

- a. The NEC shall convene an emergency National Executive Council meeting provided the agenda thereof is advertised for at least forty-eight (48) hours when there is a pressing national issue that required urgent decision and action.
- b. At least eight Regional branches may upon presenting a signed memorandum to the President through the General Secretary, request them to convene an emergency National Executive Council meeting or congress.
- c. Subject to the preceding sub-section (a) and (b) the General Secretary shall within 48 hours advertise a request for an emergency meeting or congress with the proposed agenda.
- d. Such a meeting shall be held on a date fixed by the signatories requesting the meeting and only that agenda and proposal shall be discussed.

ARTICLE XVI: QUORUM

- a. At all meetings of the National Executive Council, the President or Vice-president and ten other members, including the General Secretary shall constitute a quorum.

ARTICLE XVII: VOTE OF NO CONFIDENCE

1. On application by at least eight Regional Branches, by notice in writing to the National Executive Council, proceedings for vote of no confidence shall be commenced in

any or all officers of the NEC provided that such members are served with a copy of notice for two weeks before the start of proceedings.

2. An Emergency Congress for a vote of no confidence shall be convened by the National Executive Council and advertised for at least seven days before the date of the meeting.
3. Upon a motion from a member, duly seconded and supported by at least two thirds majority of members at Emergency Congress, a vote of no confidence shall be passed on any officer if:
 - i. He/she is found culpable of embezzlement of the Association funds.
 - ii. He/she is pronounced to have recklessly handled the finances of the Association.
 - iii. He/she is proven to be inefficient or negligent in the discharge of duties assigned.
 - iv. He/she absents himself/herself from meetings without permission on three consecutive times.
 - v. He/she is declared to have acted in a manner that brings the name of the Association into disrepute.
4. If a vote of no confidence is passed on all the elected officers of the National Executive Council, the Electoral Committee shall organize an Emergency Congress within 3 months to elect new officers.
5. The Regional Governors shall act as caretakers in the interim if a vote of no confidence being passed on all the officers or if they resign.

ARTICLE XVIII: HONORARIUM

1. Certificates of office shall be presented to members of the National Executive Council upon successful completion of their tenure of office.
2. All expenditure incurred by any person or group of persons or committee in the discharge of duties to the Association shall be reimbursed out of the coffers of the Association.
3. Such amounts shall be deemed reasonable and consistent with prevailing rates for goods and services.
4. All persons in positions of trust, authority and responsibility shall enjoy such privileges and benefits as shall be determined by the National Executive Council and approved by Congress.
5. Certificates and Citations shall be given to members who have discharged their assigned duties religiously in the interest of the Association.

ARTICLE XIX: CONSTITUTION AMENDMENT AND REVIEW

a. Amendment

1. Any resolution to amend or repeal any part(s) of this constitution shall be passed by two thirds majority of the members of the Association present at a National Congress.
2. Notice of the proposed amendment(s) shall be distributed to all Regional Chapters through the National Executive Council at least one month before the Annual National Congress.

b. Review

1. A Constitution Review Committee shall review the constitution at least every four years.
2. The NEC shall mandate the President and the General Secretary to invite proposals on Constitution amendment from the Regional Branches and the Zonal Branches.
3. Motion for review of the constitution shall be tabled at Congress and supported by at least two-thirds majority of members present.
4. The Constitution Review Committee shall consist of five members.
5. The review shall be presented to the National Executive Council and should be circulated on all National/Regional platforms of GHIMA at least two weeks before Congress.

ARTICLE XX: OATH OF OFFICE

- a. Every Officer of GHIMA upon taking office shall solemnly pledge and swear to live up to the aims and aspirations of GHIMA and never under any circumstance divulge any official secrets of the GHIMA to nonmembers, betray a colleague, become disloyal to the GHIMA fraternity or use the influence of the GHIMA membership for a selfish or personal interest and for advertisement.
- b. The Oath of office shall be as follows:

I(insert name) solemnly pledge and swear that I shall during my term of office always live up to the aims and aspirations of the Ghana Health Information Management Association and shall never under any circumstance divulge any official secrets of the Ghana Health Information Management Association to nonmembers, betray a colleague, become disloyal to the GHIMA fraternity or use the influence of the GHIMA membership for a selfish or personal interest and for advertisement or otherwise. I do so at the risk of my official status, reputation, honour and fortune, so help me God. AMEN.

ARTICLE XXI – NATIONAL AND INTERNATIONAL AFFILIATION

On the mandate of the Annual General Meeting/Congress of the Ghana Health Information Management Association (GHIMA) is affiliated to the following national and international associations. GHIMA will get affiliated to other Professional Associations with similar object as and when necessary.

1. National Affiliation

GHIMA has been affiliated to the Ghana Federation of Allied Health Professionals since 2012 when GHIMA was formed as a Professional Association.

2. International Affiliation

At the international level, GHIMA is affiliated to the International Federation of Health Information Management Association (IFHIMA)

ARTICLE XXII - COUNCIL OF ELDERS

1. There shall be a Council of Elders

- a. The Council of Elders shall be individual members of GHIMA who, have committed their time, resources and places the interest of GHIMA above personal interest in the discharge of their duties.
- b. They shall be individuals who have practiced for twenty (20) years and above.
- c. They shall be individuals who have served the course of GHIMA in the past and still demonstrate interest in the GHIMA activities.
- d. Individuals recognized by the NEC to be inducted as a member of Council of Elders of GHIMA shall be issued a certificate of GHIMA Eldership.
- e. Council of Elders will play advisory role as and when the National Officers and NEC deem it fit to consult them.
- f. Council of Elders may offer pieces of advice to NEC and NO as and when they deem it fit.
- g. Council of Elders will participate in GHIMA deliberations whenever they are available at such meetings. However, those who are not in active service will not have voting rights on issues that require voting.
- h. National Officers elected at Election Congress will be sworn into office by a member of the Council of Elders.
- i. Members of Council of Elders shall meet once in a calendar year to deliberate on issues of the Association and offer advice to NEC and NO.

2. Composition of Council of Elders

- i. Two (2) members from Ghana Health Service (GHS) facility
- ii. Two (2) members from Christian Health Association of Ghana (CHAG) facility
- iii. One (1) member from the Teaching Hospitals
- iv. One (1) member from the academia

v. Any other one (1).

ARTICLE XXIII: REVOCATION

Upon the coming into force of this constitution as amended, the original constitution of the Association shall cease to have effect. **DATED THIS 29TH DAY OF OCTOBER, 2021** at 6th Congress of GHIMA at Akroma Plaza Hotel, Takoradi in the Western Region.

INTERNAL REGULATIONS OF GHIMA

PART I – MISCELLANEOUS

1. A person who immediately before the coming into force of this Constitution held or was acting in an office in existence immediately before the coming into force of this Constitution, shall be deemed to have been appointed as far as is consistent with the provisions of this Constitution, to hold or act in the equivalent office under this Constitution.
2. A person who before the coming into force of this Constitution would have been required under the law in force to vacate his office at the expiration of a period of service shall, vacate his office at the expiration of that period.
3. A person to whom the provisions of this section apply shall, immediately on the coming into force of this Constitution or at any convenient time thereafter, take and subscribe to the oath, if any, required for that office by law.
4. Notwithstanding any provision in this Constitution, any committee in existence immediately before the coming into force of this Constitution may continue in existence until the submission of its report or until it is otherwise dissolved in accordance with law.
5. For the avoidance of doubt, the report and findings of a committee established before the coming into force of this Constitution under any enactment shall have the same effect as the report or findings of a committee established under this Constitution.
6. Where any matter or thing has been commenced before the coming into force of this Constitution by a person or authority that has power for the purpose under the existing law, that matter or thing may be carried on and completed by the person or authority having power for the purpose after the coming into force of this Constitution; and it shall not be necessary for the person or authority to commence the matter or thing afresh.
7. The Association's seal as well as any prescribed forms, certificates and documents in use under any enactment in force immediately before the coming into force of this Constitution shall continue to be used until provision is otherwise made for them.
8. Notwithstanding any law to the contrary, the financial provisions, Dues and Registration Fees in being at the coming into force of this Constitution shall, until provision

is otherwise made by Congress or the National Executive Council, continue and shall have full effect.

9. The First National Executive Council under this Constitution may, at any time within twelve months after assuming office, by constitutional instrument, make such provision as may appear necessary for repealing, modifying, adding to or adapting any law for bringing it into accord with the provisions of this Constitution or otherwise for giving effect to this Constitution.

10. Subject to the provisions of Article X of this Constitution, all properties and assets which immediately before the coming into force of this Constitution were vested in any authority or person for the purposes of, or in right of, GHIMA or in GHIMA, shall, on the coming into force of this Constitution, without further assurance than this section, vest in the National Executive Council.

11. GHIMA as an Association can sue and can be sued as a legal entity registered under the laws of Ghana.

PART II: RULES OF PROCEDURE

1. At every meeting any person who wishes to speak must address the Chair.
2. The Chairperson has the right to stop any person from speaking when the remarks are not relevant to the subject matter under discussion.
3. Unless a speaker on any particular issue is specifically invited by the Chair for further clarification, no person shall speak more than once on the same subject.
4. Where a report of a Committee is being considered, the Rapporteur of that Committee shall have the right to make final remarks or contributions before any decision is made on the matter.
5. The General Secretary shall have the right to speak on any subject.
6. Unless otherwise agreed by the meeting, no speech time shall exceed five (5) minutes.
7. Members appointed to introduce agenda items and Rapporteurs who are presenting reports shall however be allowed time limit often (10) minutes depending on the nature of the report.
8. The General Secretary shall be allowed ample time when presenting a report in all meetings.
9. Where no new additions or contributions are being made to the matter under discussion in the opinion of the Chairperson, the Chairperson shall close the debate on the subject matter.
10. Before applying Part II (9), the Chairperson shall call for a motion which shall be oral or in writing on the matter.
11. A motion moved shall be seconded by a member who has a voting right.
12. Where any amendment is made to the motion the amended motion shall again be seconded.
13. If there are several amendments to a motion, the Chairperson shall determine the order in which they shall be discussed and put to vote.

14. Any motion may be withdrawn by the member who moved it unless an amendment to it is under discussion or has been adopted.
15. Any motion so withdrawn may be moved by any other member without reference to the previous mover.
16. The Chairperson shall allow two (2) speakers each for and against the motion.
17. Thereafter a vote shall be cast to determine the matter. Motions on procedure or point of order shall be made orally.
18. The decision of the Chairperson on a point of order shall be final.
19. Before a motion on procedure shall be put to vote the Chairperson shall allow only one member to speak in favour of it and one against it.
20. A motion challenging any ruling of the Chairperson on any matter shall be put immediately to vote and the ruling shall be overturned with simple majority present and voting.
21. Before any motion challenging any ruling of the Chairperson on any matter is put to vote one person each for and against shall be allowed to speak on it.
22. Should a member cause a disturbance at a meeting and refuses to obey the Chairperson when call to order, the member shall be expelled immediately from the meeting for the rest of the session.
23. Thereafter, that member shall be allowed to take part in the meeting if 2/3 majority of the members present at the meeting allows that member to do so.
24. All reports meant for discussion at any meeting shall be channeled through the office of the General Secretary to the President.
25. Any member at any time may draw attention to the fact that an Article of the Constitution of GHIMA is not being observed and the Chairperson shall give an immediate ruling on any question so raised after referring to the said Article(s)

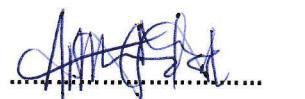
This Constitution was reviewed with reference to the mandate of the 5th AGM held at Ho in the Volta Region in October, 2019.

Members of the Constitution Review Committee, CRC

1. Mr. Raphael Kwame Alaglo – Chairman
2. Mr. Anas Bella Tawiah – Secretary
3. Mr. Hamidu Adam – Member
4. Mr. Alhassan Ismail – Member


Mr. Raphael K. Alaglo
(Chairman of CRC)

05/01/2022


Mr. James Amewudah
(General Secretary)


Mr. Kwame Arhin Jnr
(President)
05/01/2022