

BYLAWS
GREATER ATLANTA HEALTH INFORMATION MANAGEMENT ASSOCIATION

PURPOSE AND OBJECTIVES:

- To develop and strengthen professional manpower and appropriately represent and market professional expertise to the public.
- To provide a commitment to members' professional growth and development.
- To gather and disseminate information on legislative, JCAHO, and state requirements which impact on the effective and efficient management of health information.
- To provide education to members and stimulate interest in the health information profession.

MEMBERSHIP

Membership shall be open to registered health information administrators (RHIA), registered health information technicians (RHIT), certified coding specialists, health information students, and others actively engaged in the field of health information management in the greater Atlanta geographical area.

The membership of this association will be divided into three (3) classes:

- A. Active
- B. Student
- C. Corporate

A. Active: The active membership of this association shall be registered health information administrators (RHIA), registered health information technicians (RHIT), certified coding specialists and others actively engaged in the field of health information management. Members in good standing who have paid their GAHIMA dues shall be eligible to vote, serve on the executive committee, as committee chairperson or member, or hold office. In addition, the president and president-elect shall be an active member in good standing with AHIMA.

B. Student: A student is an individual who is formally enrolled in a program for health information management or technology. A student member shall be eligible to attend only business meetings and regularly scheduled educational sessions without payment of dues or registration fees.

C. Corporate: Any corporation interested in the purposes of this organization, is eligible for corporate membership. The corporation shall designate one representative who shall have the rights and privileges of membership, including that of serving on committees with voice and vote, however, they shall not be entitled to other voting privileges or hold office.

DUES

Annual dues shall be \$20.00 per member and \$50.00 per corporate member, payable January 15th. Members joining at any time during the calendar year shall be subject to the \$20.00 membership fee. Student members will be assessed \$5.00 to cover mailing expenses.

OFFICERS AND DIRECTORS:

The officers of this association shall be president, president-elect, vice-president, secretary and treasurer. There shall be one director, the immediate president.

QUALIFICATIONS:

Only active members in good standing shall be eligible to hold office. Members in good standing are those who have paid their GAHIMA dues and have attended at least two of the meetings scheduled for the year. The president and president-elect must have maintained their credentialed status, registered or accredited, with AHIMA.

TERM AND SUCCESSION OF OFFICE

Each officer and the past president director shall hold office for one year or until his/her successor has been elected and qualified or until his/her resignation. The president may fill any vacancy in an elected office created by resignation by designating a successor to serve for the remainder of the unexpired term. After serving for such office for one year, the president-elect shall succeed to the office of president, automatically, without further action.

NOMINATIONS AND ELECTION

The members of the nominating committee shall be elected and appointed at the scheduled meeting in May. A slate of nominees will be presented at the February meeting. Additional nominations, for those members present, with their consent, may be made at that time. Voting shall be by ballot only. Ballots shall be placed in the mail to all active members in March. In order to be counted, a ballot must be returned by mail to the chairman of the nominating committee, and must be received within a stipulated time. The officers shall be elected by the plurality of the votes cast by the active members in good standing. In case of a tie, the election shall be decided by a lot. Results of the election shall be announced at the May meeting with installation of officers following the announcement. The newly elected officers will assume duties and responsibilities following installation.

MEETINGS

Meetings will be held on at least a quarterly basis, on the third Thursday of February, May, August and November of each year. Time and place shall be arranged by the vice-president.

Notifications of members shall be made by the newsletter chairperson/or president. A quorum shall consist of majority vote of members in good standing present at any GAHIMA meeting.

REGISTRATION FEES:

Those attending continuing education sessions for continuing education credit hours who are not dues-paying members shall pay \$10.00 to defray record-keeping expenses. All participants in special programs shall pay registration fees, regardless of CE hours received.

AMENDMENTS:

Amendments to the bylaws shall be made by majority vote of those present at any GAHIMA meeting.

COMMITTEES

1. Executive Committee: The executive committee shall consist of the president, president-elect, vice president, secretary, treasurer and past-president director. The committee shall submit a budget for the coming year. Meetings will be called by the

president and notifications of meetings shall be made by the president via the newsletter, email or phone. The chairperson of each sub-committee shall also serve as ex officio members of this committee without vote.

2. Nominating Committee: The nominating committee shall consist of three (3) members. The president shall appoint the chairperson at the May meeting. The other members shall be elected by ballots sent to members in May. This committee shall prepare a list of the nominees, at least (2) for each office, who have consented to serve and meet active member criteria. The report of this committee shall be submitted to the president before the February meeting, at which time the slate of nominees will be presented. The committee shall tabulate the ballots returned by mail and present the results to the presiding president immediately. Results shall be announced at the May meeting.

Additionally, this committee shall be responsible for the coordination of health information management week activities of the region.

3. Program Committee: The program committee shall consist of four (4) members. This vice president shall serve as chairperson and appoint three additional members. This committee shall prepare the program for each meeting and will implement any educational activity from December through November.

4. Legislative Committee: The president shall appoint a chairperson. The chairperson shall select three (3) members. The committee shall be responsible for keeping the membership advised of legislative changes. The chairperson must maintain close relations with the state legislative chairperson.

5. Membership Committee: The president shall appoint a chairperson. The treasurer shall automatically serve on this committee and additional members shall be appointed by the chairperson. This committee shall be responsible for the maintenance and distribution of the membership handbook by year end.

6. Newsletter Committee: This committee shall consist of a chairperson appointed by the president and (2) members appointed by the chairperson. The committee shall be responsible for the quarterly publication and distribution of the regional newsletter.

7. SHAPER Committee: This committee shall consist of a chairperson appointed by the president and members appointed by the chairperson. This committee shall be responsible for organizing local GAHIMA members to assist in recruitment effort.

8. Technology Committee: This committee shall consist of a chairperson appointed by the president and members appointed by the chairperson. This committee shall be responsible for providing meaningful information about new technology in a variety of applications to increase the membership's knowledge.
9. Ad Hoc Committees: When the need arises, the president shall appoint the committee. All ad hoc committees shall be initiated by the president.