



POLICIES  
Of  
The South East Georgia Health  
Information Management  
Association (SEGHIMA)

SEGHIMA is governed by the Georgia Health Information Management Association Bylaws except otherwise specified in the SEGHIMA policy manual.

**AMENDMENTS:**

Amendments to the Bylaws shall be read and reviewed by members during scheduled meetings. Approved amendments shall be voted on at scheduled meetings by the members when a quorum is present.

Revised:  
May 19, 1994  
July 1, 1996  
March 1997  
November 1997  
May 2009

Reviewed:  
May 2004

# **TABLE OF CONTENTS**

- I. Membership**
- II. Dues and CE Assessment Fees**
- III. Meetings**
- IV. Officers and Directors**
- V. Committees**
- VI. Membership**
- VII. Fiscal Year (see Article IX section 9.2 of the GHIMA Bylaws)**
- VIII. Contracts, Checks, and Depositories (see Article IX Section 9.4 of the GHIMA Bylaws)**
- IX. Dissolution (see Article XII Section 12.1 of the GHIMA Bylaws)**

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| <p style="text-align: center;"><b>South East<br/>Georgia Health<br/>Information<br/>Association</b></p> | <p style="text-align: center;"><b><i>SEGHIMA Policy</i></b></p> <p>Title: Dues and CE Assessment Fees</p> | <p style="text-align: center;">Effective Date:<br/>Page 3 of 1</p> |
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**Policy Statement**

Active members shall be required to pay annual dues to maintain their membership with SEGHIMA.

**DUES**

Annual dues shall be \$25.00 per member and \$50 per Corporate member, payable by the scheduled August meeting for the calendar year. Members joining after February 1 shall pay \$15.00 for the remainder of the fiscal year. Student members will be exempt from dues.

**CE ASSESSMENT/REGISTRATION FEES**

Those attending continuing education sessions for CE credit hours, which have not paid membership dues shall be assessed \$10.00 unless they are a student actively enrolled in a program for a health related field. All participants in special programs shall pay registration fees, regardless of educational hours received.

Approved:

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Signature

Original Implementation Date:

Reviewed:

Revised:

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| <p style="text-align: center;"><b>South East<br/>Georgia Health<br/>Information<br/>Association</b></p> | <p style="text-align: center;"><b><i>SEGHIMA Policy</i></b></p> <p>Title: Meetings</p> | <p style="text-align: center;">Effective Date:<br/>Page 4 of 3</p> |
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**Policy Statement**

Quarterly meetings shall normally be held on the third Thursday of February, May, August and November of each year. Time and place shall be arranged by the President-elect. A quorum shall consist of 30% of the members in good standing for the transaction of business.

**NOTICE OF MEETING**

Written or printed notice stating the place, day, and hour of the meeting and in case of a special meeting, the purpose or purposes for which such meeting is called, shall be delivered either personally or by mail or email to each member not less than five (5) or more than sixty (60) days before the date of the meeting, by or at the direction of the President or the officer or persons calling the meeting. If mailed, such notice shall be deemed to be delivered when deposited in the United States mail, with postage fully prepaid thereon, addressed to the member at his/her most recent address as it appears on the record of the Corporation. Publication of such notice in an official publication of SEGHIMA sent to each member shall be sufficient if it otherwise complies with this requirement of notice.

**VOTING RIGHTS**

Each active member in good standing shall be entitled to one vote on each matter presented to a vote at any meeting of members. To be entitled to vote, an active member must be present at the meeting and vote in person and not by proxy.

**CANCELLATION**

In the event of a national emergency or other circumstances prohibiting the holding of a quarterly meeting, the President may cancel the meeting and prompt notice thereof shall be given to all members of SEGHIMA. The President will decide whether to reschedule the Quarterly Meeting and will provide prompt notice to all members of SEGHIMA.

**BUSINESS by MAIL or TELEPHONE**

Matters requiring action between meetings of the Officers which in the opinion of the President do not warrant a called meeting may be decided by mail, email, fax, conference calls, or telephone vote. All such actions shall be ratified at the next meeting.

Approved:

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Signature

Original Implementation Date:

Reviewed:

Revise

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| <p style="text-align: center;"><b>South East<br/>Georgia Health<br/>Information<br/>Association</b></p> | <p style="text-align: center;"><b><i>SEGHIMA Policy</i></b></p> <p>Title: <b>OFFICERS AND DIRECTOR</b></p> | <p style="text-align: center;">Effective Date:<br/>Page 6 of 3</p> |
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**Policy Statement**

The officers of this Association shall be a President, a President-Elect, Vice-President, Secretary and Treasurer. There shall be one Director, the immediate Past-President.

**QUALIFICATIONS:**

Only active members in good standing shall be eligible to hold office. Members in good standing are those who have paid their SEGHIMA dues. Attendance at 2 of 4 meetings is required. The President and President-Elect must have maintained their credentialed status with AHIMA.

**TERMS AND SUCCESSION OF OFFICE:**

The President, President-Elect, Vice-President, and Secretary shall hold office for one year and the Treasurer for two years or until his/her successor has been elected and qualifies or until his/her earlier 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 in such office for one year, the President-Elect shall succeed to the office of President, automatically, without further action.

In the event of a vacancy in the office of President created by the resignation, removal from office (two-thirds of active members voting at any meeting of members of which a quorum is present), disqualification or death shall be filled by the Executive Committee for the remainder of the unexpired term by designating an active officer to serve.

**NOMINATIONS AND ELECTIONS:**

The members of the nominating committee shall be elected and appointed at the scheduled meeting in May. Nominations for the officers of President-Elect, Vice-President, Secretary, Treasurer and nominating committee shall be made by the Nominating Committee at least 60 days prior to the May meeting. Voting for officers and Nominating Committee members for the

upcoming year shall be by mail or electronic ballot. Ballots with instructions for their use shall be mailed or emailed to members in good standing at least 30 days prior to the May meeting. The Nominating Committee shall meet prior to the May meeting and shall validate and tabulate the ballots. The officers shall be elected by plurality of the votes cast by members in good standing. In case of a tie, the election shall be decided by a lot. The elections shall be announced at the May meeting by the Chair of the Nominating Committee and officers shall assume office at the close of the May meeting.

### **DUTIES OF THE OFFICERS:**

#### **PRESIDENT:**

- \*Directs and coordinate the activities of the officers and committees/functions of SEGHIMA
- \*Make monthly phone calls to welcome new members
- \*Prepares an agenda and presides at all meetings
- \*Serves as the SEGHIMA regional advocate on the Georgia Health Information Management Association (GHIMA) Board
- \*Reports all applicable Association business to GHIMA
- \*Serves one year on the Executive Committee as Director following his/her term of office
- \*Appoints a chair for each committee/function to provide for the proper management of SEGHIMA
- \*Performs duties as regional president as defined in the GHIMA BOD Positions and Duties

#### **PRESIDENT-ELECT:**

- \*Serves as an aide to the President and shall assume the duties of the President in his/her absence or inability to preside
- \*Coordinates with CE function to plan education programs for SEGHIMA
- \*Corresponds with guest speakers post engagement with written expressions of appreciation
- \*Purchases speaker gifts when applicable
- \*Serves as officer member of the Executive Committee

#### **VICE PRESIDENT:**

- \*Serves as an aide to the President and President-Elect and shall assume the duties of these officers in their absence or inability to preside

- \*Presides over the installation of newly elected officers and Director
- \*Coordinates recognition of the immediate Past-President as directed by the membership
- \*Serves as officer member of the Executive Committee
- \*Serves as the contact person for inquiry's from the SEGHIMA website
- \*Performs other duties as directed by the Executive Committee

#### SECRETARY:

- \*Maintains a permanent record of the meeting of the Association and submits such records for approval at the next scheduled meeting
- \*Maintains an accurate membership roster and sends notices of the meeting to the membership as directed by the President
- \*Maintains a record of all continuing education sessions and their category assignments
- \*Conducts official correspondence as directed by the President
- \*Maintains office supplies
- \*Serves as officer member of the Executive Committee

#### TREASURER:

- \*Serves as custodian of the Association's funds
- \*Maintains an accurate account of all receipts and disbursements of the Association
- \*Prepares and submits a financial report for approval to be presented at all Association meetings
- \*Makes appropriate deposits and disbursements as directed by the President
- \*Serves as officer member of the Executive Committee

#### PAST- PRESIDENT DIRECTOR:

- \*Serves as Chair of the Nominating Committee
- \*Oversees revisions and reviews of the Bylaws
- \*Provides assistance to the President
- \*Serves as officer member of the Executive Committee

Approved:

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Signature

Original Implementation Date:

Reviewed:

Revised

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| <p><b>South East<br/>Georgia Health<br/>Information<br/>Association</b></p> | <p><b><i>SEGHIMA Policy</i></b></p> <p>Title: Committees</p> | <p><b>Effective Date:<br/>Page 9 of 2</b></p> |
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**Policy Statement**

There shall be such committees as necessary to conduct the business of SEGHIMA, including Nominating Committee. The Executive Committee may create, combine, or dissolve committees or change their composition as the need may arise.

**ELIGIBILITY**

Any member in good standing shall be eligible for appointment by the President as Chairperson of standing committees with the exception of the Nominating Committee Chairman who will be the immediate Past President. The Chairman of standing committees, except the Nominating Committee, may appoint any member in good standing as committee members.

**EXECUTIVE COMMITTEE:**

The committee shall consist of the President, the President-Elect, the Vice-President, the Secretary, the Treasurer and the Past-President Director. The chairs/coordinators of SEGHIMA's committees and functions shall also serve as ex-officio members of the Executive Committee without vote. The Executive Committee shall be responsible for mentoring members who may be interested in serving as an officer in the future or who may be taking office at the beginning of the next term. This committee shall prepare and submit a budget for the fiscal year. Meetings will be held as called by the President.

**NOMINATING COMMITTEE:**

The committee shall consist of a chairperson and 2 members elected by SEGHIMA. The chair shall be the Past-President Director. This committee shall prepare a list of nominees consisting of at least 2 members who have consented to serve for each office or as a nominating committee member.

**CONTINUING EDUCATION/PROGRAMS:**

This function shall be coordinated by the President-Elect with the assistance of member volunteers. The responsibilities of this function include planning

and implementing educational programs for all regularly scheduled meetings. The coordinator shall act as liaison between the Association and institutions providing progression opportunities. The coordinator will provide SEGHIMA information pertaining to educational opportunities from other sources as they become available.

**PUBLIC RELATIONS:**

This function shall be coordinated by a chair appointed by the President and member volunteers recruited by the chair. The duties of this function will include but are not limited to publicity, promotion of Health Information Management and Technology Week, Christmas card mailings, newsletter publications, maintaining the SEGHIMA logo and retention and recruitment of members.

**LEGISLATIVE:** 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.

**MEMBERSHIP:** 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.

**AD HOC:** When the need arises, the president shall appoint the committee. All ad hoc committees shall be initiated by the president.

Approved:

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Signature

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**Policy Statement**

Membership shall be open to Registered Health Information Administrators, Registered Health Information Technicians, Certified Coding Specialists, Health Information Students and others actively engaged in the health information profession or related fields.

The membership of SEGHIMA will be divided into 4 categories.

- A. Active: Active membership of this association shall include Registered Health Information Administrators, Registered Health Information Technicians, Certified Coding Specialists, Health Information Students and others actively engaged in the field of health information. Members in good standing who have paid their SEGHIMA dues shall be eligible to vote, hold office, serve on the Executive Committee or chair a function. The exception being that the President or President-Elect must be an active member in good standing with the American Health Information Management Association (AHIMA).
  
- B. Student: A student member is any individual who is formally enrolled in a program for a health related field. Student members shall be eligible to attend SEGHIMA meetings 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 the serving on committees with voice and vote, however,

- D. **Honorary** - Any person who is an HONORARY member of the American Health Information Management Association and resides in the State of Georgia shall be an honorary member of this Association. Honorary members shall possess none of the rights and privileges of other classes of membership and shall have no right, title, or interest in any property of the Association.

Approved:

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Signature

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