

BYLAWS  
OF THE GEORGIA ADMITTING MANAGERS ASSOCIATION

ARTICLE I  
PREAMBLE AND PURPOSE

Section 1.

Be it known that The Georgia Admitting Managers Association (also known as Georgia Access Management Association or GAMA) is an organization operating exclusively in the field of Patient Access education and for the following purposes- under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code:

- A. To provide quality educational programming and interaction for professionals engaged in the management of patient access services in healthcare delivery.
- B. To promote excellence in the management of patient access services in all areas of the healthcare delivery system.

ARTICLE II  
MEMBERSHIP, ADMISSION, RESIGNATION AND EXPULSION

Section 1.

There shall be three categories of membership in the Association: Active Membership, Honorary Membership and Corporate Membership. Membership in Active and Corporate Membership categories shall become effective upon payment of the registration fee for a GAMA event held in a calendar year. The Past President/Treasurer will verify the registration payment.

- A. Active Membership: Limited to personnel in patient access services. These members are entitled to one (1) vote, hold office, or serve as a Chairperson of a standing committee or as a member or a standing committee in accordance with these Bylaws.
- B. Honorary Membership: Limited to personnel or a retired person who has demonstrated dedicated service to the Association or the patient access services field. Honorary Membership shall be granted upon recommendation of the Executive Committee or any Active Member of the Association. Upon approval by the Executive Committee, Honorary members shall be exempt from dues and shall not be entitled to vote or hold office, nor serve as a committee Chairperson, but may serve as a committee member.
- C. Business Partner Membership: Companies or Organizations that regularly distribute, supply, or sell products or services to GAMA or NAHAM members or their employers with particular relevance to access services. These members are not allowed to vote, hold office, or serve as committee chairs, but may serve as committee members.

Section 2.

Active, Honorary and Corporate Membership shall become effective upon receipt by the Secretary of the specified dues and the approval of the completed application form. Renewal of membership requires meeting current membership qualifications and payment of annual dues.

Section 3.

There shall be no proxy voting on matters to be voted upon by the membership.

Section 4.

Any member in good standing may resign by submitting their resignation in writing to the Secretary. Under these circumstances, dues will not be refunded.

Section 5.

Any member of the Association charged with conduct detrimental to the objectives or interests of the Association, or violation of its Constitution, Bylaws or Rules and Regulations, may be suspended or expelled from the Association by vote of the Executive Committee. Prior to such action, the member will be provided with a copy of charges preferred against him or her and have the right to a hearing.

Section 6.

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with these Bylaws or any special rules of order the Association may adopt.

ARTICLE III  
MEMBERSHIP DUES

Section 1.

The annual dues for the forthcoming calendar year shall be determined by the Executive Committee.

Section 2.

All membership dues shall be due prior to the annual event. Membership dues received after November 1 will be applied to the following year.

ARTICLE IV  
MEETINGS OF THE ASSOCIATION

Section 1.

The Association shall meet annually. Frequency and meeting fees to be determined by the Executive Committee.

Section 2.

Special meetings of the Association may be called at any time by the President and must be called at any time by the President, or in the absence of the Vice President or Secretary, on the written request of a majority of the Association. A minimum of fifteen (15) days' notice of any special meeting must be given to the members of the Association, and the notice must state the subject of the meeting.

Section 3.

There is no quorum for meetings of the Association. Resolutions to be submitted to the Active Membership for vote will require majority vote of all Active Members in attendance and voting.

ARTICLE V  
OFFICERS

Section 1.

The officers of the Association shall be President, Vice President, Secretary, and Immediate Past President/Treasurer.

Section 2.

The Term of office for all officers will be for a period of two (2) calendar years.

The Vice President is required to assume the position of President due to any circumstances, the vacancy in the office of Vice President will be selected by the Executive Committee in the manner consistent with these Bylaws.

Section 3.

The officers of the Association and their respective duties are as follows:

- A. President. The President shall be, responsible for conducting the business of the Association and shall preside at all meetings and shall be a member ex officio of all committees. The President shall appoint all committee Chairpersons with the approval of the Executive Committee, perform all duties incident to the office of President. The President shall make interim appointments to fill vacancies of office when no other specific procedure is provided by these Bylaws. The President is the Chairperson of the Executive Committee.

- B. Vice President. In the absence of the President or in the event of his/her inability or refusal to act, the Vice President shall have all the powers of and be subject to all the restrictions upon the President. When a vacancy occurs in the office of President, the Vice President will automatically become President. The Vice President is the Chairperson for the Education Committee and coordinates educational meetings of the Association.
- C. Secretary. The Secretary shall keep minutes of meetings, carry out all orders, votes and resolutions of the Association and shall perform such other duties as are incident to the office of Secretary or as are delegated to this person by resolution of the Executive Committee. The Secretary shall ascertain that records are maintained for all meetings of the Association, and the Executive Committee, as appropriate. The Secretary is the Chairperson for the Nominating Committee.
- D. Past President/Treasurer. The Past President/Treasurer shall keep an account of all monies received and expended for the use of the Association, subject to the approval of the President and in accordance with the budget adopted by the Executive Committee. The Past President/Treasurer shall review Association expenditures and financial status on a regular basis to ensure overall fiscal integrity. Funds may be drawn upon the signature of the President and the Past President/Treasurer. Books and records of the Association shall be audited annually by an independent accountant or firm of such accountants appointed by the President and a financial statement shall be made available to members upon request. Association funds, property, books, and vouchers in the hands of the Past President/Treasurer shall be subject to the inspection and control of the Executive Committee at any time. At the expiration of the Past President/Treasurer term of office, the Past President/Treasurer shall deliver to the President all Association books, monies and other property within thirty (30) days.
  - a. Dissolution. Upon the dissolution of The Georgia Admitting Managers Association (aka Georgia Access Management Association or GAMA) and with the approval of the Executive Committee, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or con-corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

#### Section 4.

AH officers shall be Active Members. They shall discharge the duties of their respective positions in good faith and with that degree of diligence, care and skill which ordinarily prudent persons would exercise under similar circumstances in like positions. Failure to meet these requirements may result in suspension or removal from the office.

### ARTICLE VI SUSPENSION OR REMOVAL OF OFFICER

Suspension from office for cause may be initiated at any time by the President or Executive Committee pending removal action. Such suspension action shall be reviewed by the Executive Committee. Removal from office shall be enacted by the Executive Committee or by a majority vote of the Active Members of *the* Association when concurred by the Executive Committee.

ARTICLE VII  
EXECUTIVE COMMITTEE

Section 1.

The Association shall be governed by an Executive Committee, consisting of all elected officers and the Association's immediate Past President.

Section 2,

The Executive Committee shall be empowered to act for all the membership in the management of the Association and shall have and exercise all powers consistent with any provisions of the Bylaws. The Executive Committee shall

- 1) Have and exercise general supervision over the activities of all standing committees
- 2) Represent and act on behalf of the membership, subject to limitations as may be imposed by the membership
- 3) Coordinate the activities and general policies of the Association
- 4) Receive and act upon committee reports.
- 5) Implement policies of the Association not otherwise the responsibility of other committees
- 6) Ensure the membership is kept abreast of Association action and activities
- 7) Take all reasonable steps to ensure that the activities and endeavors of the Association are professional and ethical
- 8) Reports at every membership meeting when requested
- 9) Have such other functions as are provided in these Bylaws or may be assigned to it from time to time by the membership.

Section 3.

The Executive Committee shall meet three (3) times yearly and at the discretion of the President. Reasonable travel expenses or telephone conferences incurred will be the fiscal responsibility of the Association.

Section 4.

Special meetings of the Executive Committee may be called by the President at any time. A special meeting must be called on the request of 40 percent of the Executive; Committee. At least ten (10) days' notice must be given to the Executive Committee members and the notice must state the subject and purpose of the meeting.

Section 5.

A quorum for action of the Executive C01mmittee shall be a majority of its voting members in attendance or by mail. No proxy voting is permitted. Action may be taken by majority vote.

Section 6.

In discharging its duties, the Executive Committee, when acting in good faith, may rely upon financial statements of the Association represented to them to be correct as stated in a written report by an independent Certified Public Accountant or firm of such accountants.

Section 7.

The assets of the Association may be used in accordance with the directions of the Executive Committee. The Executive Committee shall not, however, incur any debt or liability, or a combination of debts or liabilities, exceeding the net assets of the Association.

ARTICLE VIII  
COMMITTEES

Section I.

- A. Executive, Committee. The Executive Committee shall consist of the President, Vice President, Past President/Treasurer, and Secretary. The immediate Past President/Treasurer shall sit on this committee as an ex officio member without vote. The President shall act as Chairperson of the Executive Committee, three (3) members of the Executive Committee shall constitute a quorum and a majority vote of the members present if needed for action.
- B. Education Committee. The Education Committee shall coordinate programs and resources for members in the area of education and continuing education and communicate these programs to the members. The Vice President shall act as Chairperson for the Education Committee.
- C. Membership Committee. The Membership Committee- shall be responsible for conducting membership drives annually to increase the number of members of the Association. The Past President/Treasurer shall act as Chairperson of the Membership Committee.
- D. Nominating Committee. The Nominating Committee shall submit to the Executive Committee nominations for elected officers. The Secretary shall act as the Chairperson for the Nominating Committee. Nominations should be submitted to the Chairperson in writing. All Active Members shall receive an election ballot listing the candidates. The ballots will be submitted to the Secretary and results will be communicated to the President to be announced in accordance to set policies.

Section 2.

The President may appoint Ad Hoc committees for specific purposes.

ARTICLE IX  
AMENDMENTS

In order to amend these Bylaws, a majority vote by the Executive Committee of the Association is required. Suggested amendments to these Bylaws shall be submitted to the President by an Active Member of the Association in good standing and shall be approved by the Executive Committee prior to submission to the Active Members. Proposed amendments will be distributed to the members other than Active for informational purposes only. Amendments to these Bylaws shall be binding on all members.

*Susan Daniel*

Signature

Susan Daniel

Printed Name

*10/13/2023*

Date

President

Title

*Jacy Norville*

Signature

Jacy Norville

Printed Name

*10/13/2023*

Date

Vice President

Title

*Naseem Duval*

Signature

Naseem Duval

Printed Name

*10/19/23*

Date

Secretary

Title

*Terrance A. Malone*

Signature

Terrance A. Malone

Printed Name

*10/20/2023*

Date

Past President/Treasurer

Title

Adopted by the Executive Committee of GAMA

Date: October 11, 2023