

Appendix Five
Group On Business Affairs
Rules And Regulations/By Laws

I. Name

The name of the organization shall be the "Group on Business Affairs of the Association of American Medical Colleges," hereinafter referred to as the GBA.

II. Purpose

The purpose of the organization is to advance the managerial art and science of administering medical education in the areas of business, fiscal and administrative management of medical schools, and to facilitate direct interaction of the AAMC staff and Councils with institutional representatives charged with responsibilities in business affairs.

III. Membership

1. Members shall be appointed by the deans of medical schools that are members of the Association of American Medical Colleges (hereinafter referred to as the AAMC) and shall serve at the pleasure of their respective deans. Deans may designate a member of their staff to appoint individuals to the GBA
2. Deans of schools holding affiliate membership in the AAMC (such as the Canadian medical schools) may appoint members of the GBA. These members shall have the privileges of the floor in all discussions, and shall be entitled to one vote per school.
3. Deans of schools holding provisional institutional membership in the AAMC (such as newly developing medical schools) may appoint members of the GBA. These members shall have the privileges of the floor in all discussions, and shall be entitled to one vote per school.
4. Other interested individuals without voting rights may be elected to the GBA by the membership or by its Steering committee. In this manner, appropriate individuals from the AAMC staff may become ex-officio members of the GBA.
5. Representatives of school holding full (regular) institutional membership in the AAMC shall be entitled to vote and there shall be only one vote per school.

IV. Regional Organization

1. The purpose of the regional organization shall be to encourage communication between GBA members with common regional interests and to provide a forum for discussion of matters to be acted on later at the national meetings.
2. The total number and geographical names of the regional groups shall be the same as regional groups for deans of medical schools and for the AAMC Group on Student Affairs.
3. A medical school may be affiliated with more than one region. The dean of the medical school shall designate the region(s) of affiliation and, if more than one, which region shall be the primary affiliation.
4. Each region shall have a Chairperson and such other officers as may be appropriate to be elected prior to the annual meeting by the representatives of the medical schools having primary affiliation with that region. A simple majority of the voting members is required.
5. The regional groups shall hold at least one meeting annually unless a majority of the members with primary affiliation (by mail or at a previous meeting) postpones or cancels.
6. Minutes of the meeting shall be recorded and a summary of the proceedings of the regional meetings should be distributed to all members of the regional group and to the GBA Steering Committee.

V. Meetings and Quorums

1. Meetings of the national GBA membership shall be held annually. Additional meetings may be called by the GBA Steering Committee or by 25 member institutions.
2. A majority of the voting members (one vote for each school holding institutional membership in the AAMC, affiliate membership in the AAMC, or provisional institutional membership in the AAMC) shall constitute a quorum.
3. Formal actions may only be taken at meetings in which a quorum is present. At such meetings, decisions will be made by majority vote of those voting.
4. In the conduct of meetings, the order of business shall be under the direction of the Chairperson who shall make all parliamentary decisions. Such decisions may be reversed by two-thirds majority of the voting members present and voting.

VI. National Officers

The national GBA officers shall include a Chairperson, a Chairperson-Elect, an Executive Secretary, and such other officers as may be appropriate.

The GBA Chairperson may not serve consecutive terms.

The Chairperson-Elect shall be elected annually by a simple majority of the voting members present and voting at the GBA annual meeting. The term of the Chairperson shall commence one year thereafter.

The Executive Secretary of the GBA shall be appointed by the AAMC President and shall be an AAMC staff member. The Executive Secretary shall coordinate the provision of appropriate staff support and assist in the general direction of the GBA.

Nominations for the Chairperson-Elect and other officers shall be made by a nominating committee appointed by the GBA Steering Committee and such nominations shall be publicized in advance to the membership. Additional nominations may be made from the floor by the members, providing the consent of the nominees has been received.

The Nominating Committee will recommend to the Steering Committee any elected national officer or officer-elect if the elected person is unable to serve. These appointments will remain effective until the next annual meeting.

VII. Committees

1. The GBA Steering Committee shall be composed of:
 - * National Officers of the GBA
 - * The Regional Chairpersons
 - * The Immediate Past National Chairperson
 - * Chairpersons of GBA Standing Committees, who shall be ex-officio non-voting members.

2. The GBA Steering Committee shall manage the affairs of the Group. It shall also approve all committee appointments.

3. Other Standing or Ad Hoc GBA Committees may be authorized by vote of the GBA membership with the concurrence of the AAMC President. If a new committee is needed between annual meetings, an Ad Hoc Committee may be authorized by the Steering Committee and appointed by the Chairperson to serve until the next GBA annual meeting.

4. The GBA Committees, whenever practical, shall include:
 - * Representatives from each of the GBA regional groups
 - * Appropriate AAMC staff members
 - * A member of the Steering Committee

5. Appointment to committees shall be made annually by the GBA Chairperson with the approval of the Steering Committee.

6. Committee Chairpersons shall be appointed by the GBA Chairperson. Each committee may also elect a Vice-Chairperson and a Secretary.

7. Minutes shall be kept of all committee meetings and circulated to committee members and the National Chairperson.

8. The role of all GBA committees, except for the Steering Committee, shall be advisory. Accordingly, they shall obtain approval for any major projects from the GBA membership at the annual meeting (or from the GBA Steering committee between annual meetings) and the AAMC President. Contact with major related organizations outside the GBA shall be coordinated with the GBA Executive Secretary.

9. The Standing Committees and their functions shall be reviewed annually by the Steering Committee. Those committees no longer needed may be dissolved upon the recommendation of the Steering Committee to the national GBA membership and upon the approval of the national membership.

10. Descriptions of the purpose and functions of each current GBA committee shall be appended to the Rules and Regulations (see Appendix) but the committee description shall not be considered an official part of the Rules and Regulations. Major changes in the committee descriptions shall be made only by or with the approval of the GBA membership of the GBA Steering Committee.

VIII. Parliamentary Authority

For matters not covered in these Rules and Regulations, parliamentary authority shall be Roberts Rules of Order.

IX. Amendments

Subject to the approval of the AAMC President and the Executive Council, these Rules and Regulations may be altered, repealed, or amended or new Rules and Regulations adopted by a two-thirds vote of the voting members present and voting at any annual meeting of the GBA membership for which prior written notice of the Rules and Regulations changes has been given, provided that the total number of votes cast for the changes constitutes a majority of the combined institutional, affiliate, and provisional institutional membership. (As indicated in Section III, the voting members are limited to one GBA representative per school holding institutional, affiliate, or provisional membership in the AAMC.)

Revised as of November 17, 1997

Appendix Six
Past National Chairpersons

2002 Michael A. Hindery	1985 Bernard McGinty
2001 George Andersson	1984 Michael A. Scullard
2000 David Perry	1983 Mario Pasquale
1999 Jaclyne Boyden	1982 Robert B. Price
1998 Patricia St. Germain	1981 Jerry Huddleston
1997 Philip Schrodel	1980 Bernard Siegel
1996 Byron Backlar	1979 Richard G. Littlejohn*
1995 Gregory Handlir	1978 Warren H. Kennedy
1994 Lee Fetter	1977 C. N. Stover*
1993 Deborah McGraw	1976 V. Wayne Kennedy
1992 Robert Winfree	1975 M. James Peters
1991 Janice M. Arbuckle	1974 Marvin H. Siegel
1990 Richard A. Grossi	1973 Daniel P. Benford
1989 Roger Meyer	1972 Thomas A. Fitzgerald
1988 James Hackett	1971 William A. Zimmerman
1987 John Deeley	1970 Hugh E. Hillard
1986 Lester G. Wilterdink	1969 Joseph A. Diana

*Deceased

Appendix Seven
Emeritus and Honorary Members
Service with Distinction

Emeritus Members:

Patricia St. Germain (2003)
University of Arizona College of Medicine

Roger D. Meyer (2003)
University of California, San Diego School of Medicine

Marvin Siegel (2001)
University of Miami

Robert Price (2001)
University of Texas, San Antonio

V. Wayne Kennedy (2000)
University of California, San Diego College of Medicine

Robert Winfree (2000)
Duke University Medical Center

William Hilles (1998)
University of Arkansas College of Medicine

Byron Backlar (1997)
Oregon Health Sciences University School of Medicine

Bernard McGinty (1995)
Duke

John Melendi (1995)
South Florida

Thomas Fitzgerald (1994)
New York University School of Medicine

Jerry Huddleston (1994)
Ohio State University School of Medicine

Wayne Daley (1992)
University of Minnesota - Duluth School of Medicine

Ben Weaver (1992)
East Carolina University School of Medicine

Reggie Graves (1991)
Louisiana State University School of Medicine

Richard G. Littlejohn, Ph.D. (Deceased) (1990)
University of California, San Francisco School of Medicine

W. James Peters (1990)
New York Medical College

Lester G. Wilterdink (1989)
Albany Medical Center of Union University

George W. Seils (1989)
University of Arizona College of Medicine

Warren Kennedy (1988)
Bowman Gray School of Medicine of Wake Forest University

George Warner (1988)
University of Arkansas College of Medicine

David House (1988)
Dartmouth Medical School

Jeanne Williams (1987)
University of California, Los Angeles UCLA School of Medicine

Daniel P. Benford (1986)
Indiana University School of Medicine

Mario Pasquale (1985)
University of Colorado Health Science Center

Hugh E. Hillard (1984)
Emory University School of Medicine

Clarence N. Stover, Jr. (Deceased) (1983)
University of North Carolina at Chapel Hill School of Medicine

Elliot J. Wells (1983)
University of Alabama School of Medicine

Bernard Siegel (1982)
Hahnemann Medical College

Joseph E. Lynch (Deceased) (1982)
St. Louis University School of Medicine

James P. McLean (1981)
University of Florida College of Medicine

William A. Zimmerman (1980)
Oregon Health Sciences University School of Medicine

Lou Rems (1978)
Mount Sinai School of Medicine

Ruth E. Bardwell (1978)
Case Western Reserve University School of Medicine

David A. Sinclair (1977)
State University of New York at Syracuse Health Science Center College of Medicine

Robert MacHugh (1976)
University of Washington School of Medicine

Service With Distinction:

James Bennett (1998)
Duke University Medical Center

Honorary Members (continued):

G. Phillip Schrodel (2000)
University of Michigan Medical School

Deborah McGraw (1998)
University of California, San Diego School of Medicine

Leon D. Gauthier (1993)
Tulane University School of Medicine

Joseph Arcese (1989)
University of Colorado School of Medicine

Jack Groves (1989)
Wright State University School of Medicine

David J. Bachrach (1989)
University of Michigan Medical School

Stephen Chapnick (1989)
Case Western Reserve University

Wallace L. Harris (1986)
Emory University

Sid R. Wallace (1979)
University of Calgary Faculty of Medicine

Marilyn Riddle (1977)
University of North Carolina

Thomas J. Campbell (1976)
Administration SUNY-Upstate Medical Center

Alfred Beers (1976)
University of Pennsylvania

Ronald A. Lochbaum (1974)
Kirksville College of Osteopathic Medicine

George M. Norwood, Jr. (1973)
Thomas Jefferson University

Robert G. Lindee (1973)
Palo Alto Medical Research Institute

Appendix Eight

ASSOCIATION OF AMERICAN MEDICAL COLLEGES

EXECUTIVE STAFF

	Area Code (202)
Jordan J. Cohen, M.D. , President	828-0460
Richard M. Knapp, Ph.D. , Executive Vice President	828-0410
Joseph A. Keyes, Jr. , Senior Vice President	828-0555
Kathleen S. Turner , Vice President	828-0463
Robert L. Beran, Ph.D. , Vice President, Student Affairs and Education Services	828-0250
David A. Blake, Ph.D. , Senior Vice President for Biomedical Research	828-0485
Edwin L. Crocker , Vice President of Administrative Services	828-0440
Robert M. Dickler , Vice President for Health Care Affairs	828-0492
Paul F. Griner, M.D. , Vice President for Assessment and Management Change in Academic Medicine	828-0418
Donald G. Kassebaum, M.D. , Vice President, Educational Research & Assessment	828-0596
Thomas F. Moberg , Vice President for Information Resources	828-0466
Herbert Nickens, M.D. , Vice President for Community and Minority Programs	828-0572
Susan Neely , Vice President for Communications	828-0459
Michael E. Whitcomb, M.D. , Vice President for Medical Education	828-0505

GBA EXECUTIVE SECRETARY

Jack Krakower, Ph.D. , Assistant Vice President and Director of Institutional Data Systems	828-0654 FAX 828-1125 <i>jk Krakower@aamc.org</i>
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GBA WEB PAGE

<http://www.aamc.org/about/gba>