

Michigan Chapter Bylaws

AMWA MICHIGAN CHAPTER BYLAWS

Article I. Name and Territory

Section 1. The name of the organization shall be the Michigan Chapter of the American Medical Writers Association (AMWA), hereinafter referred to as the Chapter. Until a permanent headquarters is established, the address of the Michigan Chapter shall be the address of the treasurer.

Section 2. The territory of the Chapter shall include the state of Michigan.

Article II. Objectives

Section 1. To raise the standards of practice and achievement in medical communication by:

A. Bringing together those persons within the area of the Chapter who are involved in the communication of medical information so that they may share views, experiences, and goals. Such persons include writers, editors, illustrators, publishers, and those active in research, documentation, audiovisual techniques, public relations, and advertising.

B. Furthering the professional development of members through educational programs.

C. Promoting high levels of communication by making the Chapter's educational programs available to nonmembers.

D. Encouraging nonmembers to become members of AMWA and to participate in Chapter activities.

Article III. Membership

Section 1. Membership in the Chapter is open to all members in good standing of the American Medical Writers Association. AMWA members who live and work in the territory of the Chapter shall automatically be members of the Michigan Chapter, unless a request to AMWA headquarters (HQ) is made for membership in an alternative chapter. Likewise, members from states and territories outside of Michigan are free to petition AMWA HQ for membership in the Michigan Chapter

Article IV. Officers

Section 1. The officers shall include a president, president-elect, secretary, and treasurer. All officers of the Chapter shall be voting members whose terms of office shall be two years, beginning at their election and terminating at election of succeeding officers.

Section 2. The officers shall perform the customary duties of each office. The president shall serve as chairperson of the Executive Committee and as ex-officio member of all other committees.

A. the President shall name willing delegates to attend the Spring and Fall BOD meetings, and, failing that, the President shall serve as Chapter delegate at these meeting.

Section 3. The president-elect shall assist the president in all of his or her duties and responsibilities and shall become president at the end of the term of the incumbent.

Section 4. The secretary shall: (1) record minutes of every general membership meeting; and (2) prepare a report for the annual business meeting.

Section 5. The treasurer shall: (1) deposit all monies paid to the Chapter in the Chapter's bank account; (2) pay all bills approved by the Executive Committee or the president; and (3) file an annual report of income and disbursements with a balance sheet of the Chapter's finances at the close of the calendar year. At the same time, an estimated operating and program budget shall be filed for the ensuing calendar year, after approval by the Executive Committee. Such statements shall be filed with the national treasurer of AMWA on or before August 1, of each year.

Section 6. If a vacancy occurs in the office of president, the president-elect shall immediately assume the duties of this office for the remainder of the term and subsequently for the term for which he or she (he/she) was elected.

Section 7. A special election shall be held for a new president-elect if a vacancy occurs in the office of president-elect other than through assumption of the presidency.

Section 8. If a vacancy occurs in the office of secretary or in the office of treasurer, a successor for the remainder of the term shall be appointed by the Executive Committee.

Article VI. Committees

Section 1. Executive Committee: The Executive Committee shall comprise the officers and chairpersons of standing committees, who shall be responsible for the chapter's direction and who shall serve as trustees of the Chapter's property.

Section 2. A quorum of the Executive Committee shall consist of a simple majority, which must include the president or president-elect or a designated representative.

Section 3. Standing Committees: With the approval of the Executive Committee, the president shall appoint the following committees and committee chairpersons within 30 days of taking office, with the exception of the Nominating Committee, which shall be appointed 90 days before the annual business meeting.

A. **Program Committee:** This committee shall plan the programs of the Chapter's meetings.

B. Communications Committee: This committee shall use a website or other means of communication to provide information on upcoming events, educational offerings, networking opportunities, and other matters of interest to the membership.

C. Education Committee: The chief purpose of the Education Committee shall be to plan special educational programs including, but not limited to for-credit workshops, not for-credit workshops, and speaker events for the benefit of members and non-members.

D. Membership Committee: The chair of this committee is responsible for keeping a list of all members of the Chapter. The chief purpose of the Membership Committee shall be to retain present members and encourage non-members to join AMWA. The committee shall also encourage medical manufacturers, suppliers, and publishers to become sponsors of AMWA.

E. Nominating Committee: This committee shall consist of three members who shall include the president-elect as chairperson. The Nominating Committee will meet biennially in July of the 2nd year of officer service, and shall prepare a slate of members as candidates for president-elect, secretary, and treasurer.

F. Additional Committees: Additional committees shall be appointed by the president with the approval of the Executive Committee in response to specific needs. (For example, this might include an Awards Committee for annual awards in medical communication to be conferred by the Chapter, or a Publicity Committee to publicize Chapter programs and special events.)

Article VII. Meetings

Section 1. An attempt shall be made to hold 4 general membership meetings annually. At the minimum, the Executive Committee, in conjunction with the Program Committee, shall organize an annual business meeting to be held in May, June, or July.

Section 2. Notice of the annual business meeting shall be provided to members at least 15 days before the meeting.

Section 3. The chapter will comply with the national AMWA policy regarding the scheduling of major meetings in the specified time period before or after the annual conference.

Section 4. The Executive Committee shall establish the time and place of its meetings. The president may also call a meeting of the Executive Committee when he or she deems that such a meeting is desirable or necessary.

Section 5. Executive Committee members shall receive at least 10 days advance notice of each Executive Committee meeting.

Article VIII. Chapter Dissolution

Section 1. If the Chapter is dissolved, the Chapter's net assets will be held in escrow for up to 10 years, with AMWA HQ acting as escrow agent. After that time, assets shall be donated to AMWA to be used in support of an educational objective determined by majority vote of the Board of Directors.

Article IX. Amendments

Section 1. Any amendments to chapter bylaws require the approval of the majority of the general membership who respond within 15 days to notice of the proposed change.

Section 2. Any amendments to chapter bylaws require the approval of the national Board of Directors as indicated in the national bylaws. Chapter bylaw amendments will not become effective until they have been filed with AMWA HQ and approved by the BOD.