

AMWA SOUTHEAST CHAPTER BYLAWS
REVISED SEPTEMBER 23, 2009

ARTICLE I. NAME AND TERRITORY

SECTION 1. The name of this organization shall be the Southeast Chapter of the American Medical Writers Association (AMWA), hereinafter referred to as the Chapter.

SECTION 2. The territory of this Chapter shall include the states of Alabama, Georgia, Mississippi, and Tennessee.

ARTICLE II. OBJECTIVES

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 related to the subjects of medicine and the life sciences.
- B. Furthering the professional development of Chapter members through educational programs and certification.
- C. Promoting high levels of communication by making the Chapter's educational programs available to all AMWA members and nonmembers.
- D. Encouraging nonmembers to become members of AMWA and to participate in Chapter activities.

ARTICLE III. CHAPTER MEMBERSHIP

Any member in good standing of AMWA who lives or works in the territory of the Chapter shall automatically be a Chapter member. The standing of an individual member in AMWA shall be determined by the records of the Executive Secretary. Members of this or any other Chapter of AMWA who are in good standing may also request to be moved into another Chapter if such a move benefits the member.

ARTICLE IV. CHAPTER OFFICERS

SECTION 1. The Chapter officers shall include a president, president-elect, immediate past president, secretary, and treasurer. All officers of the Chapter shall be voting members whose terms of office shall be 1 year, beginning at their election and ending when their successors take office. Each Chapter officer is automatically a member of the Chapter Executive Committee.

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

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

term of the incumbent. The Chapter president-elect shall also serve as Chapter program chair and assist in arranging for programs and educational events of high caliber and wide appeal, as well as serving as chairperson of the Chapter Nominating Committee.

SECTION 4. The Chapter secretary shall receive correspondence from AMWA headquarters and pass the information on to the respective Chapter officer, liaison, or committee chair. The Chapter secretary shall also record minutes of every general membership meeting and the annual business meeting, compile a comprehensive report for the annual business meeting in the spring and fall, and inform the Executive secretary of AMWA and the editors of the national newsletter of the activities of the Chapter.

SECTION 5. The Chapter treasurer shall deposit all moneys paid to the Chapter in the Chapter's bank account, pay all bills approved by the Chapter Executive Committee or the Chapter president, and also file an annual report of income and disbursements with a balance sheet of the Chapter's finances at the close of the calendar year (spring) and file an estimated operating and program budget for the ensuing calendar year (fall), after approval by the Chapter Executive Committee. Such statements shall be filed with the Executive treasurer of AMWA on or before February 1 of each year. The Chapter treasurer shall also communicate with AMWA headquarters with regard to financial assistance necessary to send a delegate to board of director meetings.

SECTION 6. If a vacancy occurs in the office of Chapter president, the Chapter president-elect shall immediately become Chapter president and serve for the remainder of the term and subsequently for the term for which he or she was elected.

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

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

ARTICLE V. ELECTION OF CHAPTER OFFICERS AND NOMINATION OF CANDIDATES FOR AMWA BOARD OF DIRECTORS

SECTION 1. Chapter officers and candidates for the AMWA Board of Directors shall be nominated by a 5-member Chapter Nominating Committee appointed by the Chapter president.

SECTION 2. The Chapter Nominating Committee shall secure the consent of each candidate before announcing nominations.

SECTION 3. The Chapter Nominating Committee shall announce its nominations to the membership at least 6 weeks before the annual business meeting, which shall be held in May or June.

SECTION 4. Additional nominations may be proposed by letter to the Chapter Nominating Committee no less than 30 days before the Chapter's annual business meeting.

SECTION 5. Members of the Chapter unable to attend the annual business meeting may vote by e-mail. All e-mail votes, however, must be received at least 2 days before the annual business meeting. Announcement of all nominations shall be published in the notice of all members of the annual business meeting. The announcement will also remind members of their option to vote by e-mail.

SECTION 6. Members will vote on nominations either in person at the annual business meeting or via e-mail. Election shall be by means of electronic ballot, written ballot, a show of hands, or by acclamation at the annual business meeting.

ARTICLE VI. CHAPTER COMMITTEES AND LIAISONS

SECTION 1. Executive Committee: The Chapter Executive Committee shall comprise the Chapter officers and chairpersons of standing committees and liaisons who shall be responsible for the Chapter's direction and who shall serve as trustees of the Chapter's property. A quorum of the Chapter Executive Committee shall consist of a simple majority, which must include the Chapter president, Chapter president-elect, or a designated representative.

SECTION 2. Standing Committees: With the approval of the Chapter Executive Committee, the Chapter president shall appoint the following committees, committee chairpersons, and liaisons within 30 days of taking office, with the exception of the Chapter Nominating Committee, which shall be appointed 90 days before the Chapter's annual business meeting.

- A. Meeting Coordinator. This position's chief purpose is to arrange a meeting place, decide and arrange for refreshments, and other meeting necessities.
- B. Membership Liaison. This position shall be responsible for keeping a list of all members of the Chapter, as well as retain present members and encourage nonmembers to join AMWA. This position shall also encourage medical manufacturers, suppliers, and publishers to become sustaining members of AMWA.
- C. Newsletter Editor/Web Site Liaison. This position is responsible for updating the Web site and sending out informational material to Chapter members.
- D. Nominating Committee. This committee shall consist of 5 members including the Chapter president-elect as chairperson. The Nominating Committee shall prepare a slate of members as candidates for Chapter president-elect, Chapter secretary, and Chapter treasurer. In addition, the committee shall designate members of the Chapter as candidates for AMWA's Board of Directors. The AMWA Bylaws shall determine the number of directors and their terms of office.

SECTION 3. Ad hoc Committees: These shall be appointed by the Chapter president, with the approval of the Chapter Executive Committee, in response to specific needs; for example, an Awards Committee for annual awards in medical communication to be conferred by the Chapter, a Publicity Committee to publicize Chapter programs and special events, or a Regional Conference Committee in the event that the Chapter considers hosting a Regional Conference.

ARTICLE VII. CHAPTER MEETINGS

SECTION 1. General membership meetings shall be held at least 4 times a year. The Chapter's annual business meeting shall be held in May or June. The Chapter Executive Committee shall establish the time and place of such meetings.

SECTION 2. Notice of the Chapter's annual business meeting and the Chapter Nominating Committee's proposed slate of Chapter officers shall be emailed to members at least 15 days before the meeting.

SECTION 3. The Chapter shall not hold a meeting fewer than 30 days before or after an annual meeting of AMWA unless the Chapter meeting is an approved part of the AMWA annual meeting. The Chapter will comply with the AMWA policy regarding the scheduling of major meetings in the specified time period before or after AMWA's annual conference.

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

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

ARTICLE VIII. DUES

The amount of annual dues is determined by AMWA's Board of Directors. Subject to approval by AMWA's Executive Committee, the Chapter shall have the authority to assess local dues if such action becomes necessary.

ARTICLE IX. DISSOLUTION OF A CHAPTER

If, after a period of 6 months of attempting to revitalize the Chapter, no activity or standing Chapter Executive Committee is in place, the Chapter may be dissolved. If at such time it becomes necessary to dissolve the Southeast Chapter of AMWA, the previous Chapter treasurer or representative shall transfer the chapter's net assets to AMWA headquarters or to any organization designated by AMWA headquarters. No remittance is made to a chapter until these documents are filed. Members of the Southeast Chapter will be relocated to another Chapter in close proximity to their work or home without penalty.

ARTICLE X CHANGES TO CHAPTER BYLAWS

Any article of these Bylaws may be repealed, suspended, altered, or amended by majority vote of the Chapter members; however, such action to change the Bylaws shall be preceded by the approval of the Chapter's Executive Committee and by a meeting of the Chapter's membership at which the proposed changes will be presented in written form. The notice of such meeting shall state that a change in the Bylaws will be discussed. If such a meeting is not possible, members may voice their opinion via e-mail to the Chapter secretary, who will then make the necessary revisions for approval by the Chapter membership. Changes in these Bylaws shall be subject to approval by AMWA's Board of Directors.

ARTICLE XI. EFFECTIVE DATE

These Bylaws shall become effective upon:

- A. Approval of the Chapter membership as determined by majority vote of the members.
- B. Acceptance by AMWA's Board of Directors.